



Audit Manual

Chapter 13

Statistical Sampling



Sales and Use Tax Department
California State
Board of Equalization

This is an advisory publication providing direction to staff administering the Sales and Use Tax Law and Regulations. Although this material is revised periodically, the most current material may be contained in other resources including Operations Memoranda and Policy Memoranda.

Please contact any board office if there are concerns regarding any section of this publication.

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AUDIT MANUAL

STATISTICAL SAMPLING

1300.00

INTRODUCTION

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GENERAL

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This chapter provides guidelines to follow when a statistical sample is used to perform a test in an audit. There is no intention to establish rigid rules; rather this chapter will set forth general goals for statistical sampling and will allow the auditor discretion in the implementation of various analytical procedures to develop an appropriate sampling plan.

Planning and evaluating audit samples is a critical part of the Board's mission, as stated in section 0101.03 of this manual. During the sample planning phase, the auditor gathers information about the taxpayer's accounting systems and tax issues. The auditor should take the opportunity to educate the taxpayer on the objectives of the sampling process and encourage the taxpayer to offer suggestions on designing the sampling plan. The taxpayer may be able to share specialized knowledge of the accounting system and sampling techniques that could result in a more effective and efficient audit. The auditor should work with the taxpayer to find the best procedures for the given situation. However, it is a general principle of auditing that the auditor is ultimately responsible for assuring that adequate tests are conducted to provide the auditor with assurance of the accuracy of the records. The auditor should refer to Chapter 4 for general audit procedures regarding tests of specific items.

The primary objective of a sales and use tax audit is to determine, with the least possible expenditure of time for both the taxpayer and staff, the accuracy of reported tax. To accomplish this, the auditor should take into account the possibility of both overpayments and underpayments in analyzing the sampling plans necessary to accurately measure variances from the proper amount of tax due. All such variances should be taken into account by the auditor when assessing the net overpayment or underpayment resulting from the audit. A sample or an audit may result in a net refund if the dollar value of tax overpayment errors exceeds the value of tax underpayment errors. As stated in section 101.20 of this manual, the Board is just as willing to recommend a refund of an overpayment as we are to propose a deficiency determination.

The information and guidelines presented are designed for use by tax auditors and should be used in conjunction with material received in the statistical sampling class. Auditors receive a brief introduction to statistical sampling in their initial audit training class, and with the help of their supervisor or a more experienced auditor, they should use the information in this chapter to conduct audits incorporating statistical sampling techniques.

Section 1309.00 contains a glossary of terms peculiar to testing by the statistical sampling method. Board of Equalization tax auditors are required to have a working knowledge of these terms. It is suggested the auditor be familiar with these terms prior to reading this chapter.

TESTING WITH STATISTICAL SAMPLES**1301.10**

Publications of the AICPA (American Institute of Certified Public Accountants) and its committees have increasingly recognized the importance of statistical sampling in modern accounting and auditing. Statistical sampling is now used widely in private industry and by certified public accounting firms.

The Board encourages testing with the use of statistical sampling techniques whenever feasible. The Board's auditors must develop and use recognized testing methods that will be accepted with confidence by taxpayers and their accountants.

ADVANTAGES OF THE STATISTICAL SAMPLE**1301.15**

A statistical sample has two important characteristics — the estimation of the required sample size and the objective projection and evaluation of the sample results. When a sample is obtained by this method, it is possible to state with a desired level of confidence that the sample result is no further away than some calculable amount from the result attainable from a complete examination of all items. This provides a number of advantages which are explained as follows:

(a) Sample Result Is Objective And Defensible

One important feature of statistical sampling is that, in an unstratified random sampling plan, all items in the population have an equal chance for selection as a sample item. This random selection process eliminates bias and would reduce any possible argument that the sample is not representative. The sample is not only objective but defensible before the taxpayer, a court of law, one's supervisors, or even more important, before one's own conscience.

(b) Method Provides For Advance Estimation Of Sample Size

An advance estimation of the necessary sample size can be computed based upon statistical principles. The advance estimation provides both a defense for the reasonableness of the sample size and a justification for the expenditure involved. However, determination of sample size is not purely mechanical, but calls for good analytical skills and decisions by the auditor.

(c) Method Provides An Estimate Of The Sampling Error

When a judgment (non-statistical) sample is performed, there is no way to evaluate the reliability or accuracy of the results. When a probability sample is used, the results may be evaluated in terms of how far the sample projection might deviate from the value that could be obtained by a 100 percent examination of the population.

(d) Statistical Sampling May Save Time And Money

With the ability to calculate an advance estimate of the required sample size, the statistical sampling approach may result in a smaller sample size than might be used on the basis of a judgmental approach. Although the statistical sampling approach will not always produce smaller sample sizes, the ability to estimate the required sample size in advance will help to reduce the possibility of over sampling.

(e) Multiple Samples May Be Combined And Evaluated

When the entire test operation has an objective and scientific basis, it is possible for different auditors to participate independently in the same test and for the results to be combined as though the test was accomplished by one auditor. For instance, in an audit covering a number of locations, the audit can be accomplished independently and separately at the different locations and the results combined for an overall evaluation, if statistical sample techniques were applied.

(f) Objective Evaluation Of Test Results Is Possible

The results of a judgmental sample can be projected to the population, but there is no way of objectively evaluating the reliability or accuracy of the test. If the statistical method is used, the audit test result can be projected, given a stated confidence level, to be within not more than a known interval from the result that would have been obtained if the population had been examined on an actual basis.

SAMPLING PLANS**1301.20**

Attributes sampling provides a qualitative measure which estimates the proportion of items in a population containing an attribute of interest. In attributes sampling, the value of each data item is one of a few discrete qualitative categories:

- a) missing or non-missing;
- b) underpaid, correctly paid, or overpaid;
- c) valid or invalid supporting documents

The objective of attributes sampling in auditing financial records is to reach a conclusion about whether or not there is sufficient evidence to conclude the frequency of errors exceeds a tolerable level. For example, does the rate of missing documentation exceed one percent or not? Attributes sampling is widely used in internal auditing and financial statement auditing, but is not frequently used in tax auditing. Attributes sampling could be used to determine if a managed compliance program is performing within an acceptable deviation rate.

Variables sampling, in auditing financial records, provides a quantitative measure which is used to estimate an average or total dollar value of a given population. In variables sampling the value of each data item is a quantity drawn from a continuous range, such as dollars, percentage, or number of pieces. The objective of variables sampling is to estimate a quantity. For example, what is the dollar amount of adjustment in taxable sales? Or, what is the percentage of sales excluded on the tax return for which no valid exemptions documentation exists? Tax auditors are nearly always doing variables sampling.

Another way to define the difference between attributes sampling and variables sampling is that attributes sampling is concerned with the frequency of an attribute, while variables sampling is concerned with the value of a variable.

Certified Public Accountants do many different types of audits, including tax audits. In financial statement audits, the auditor's primary objective is to reach a conclusion about whether or not there is sufficient evidence to conclude that the financial statements are fair representations of the entity's condition. Financial auditors do both attributes and variables sampling, but their final conclusion is either "yes" or "no". Tax auditors have a more difficult task – to estimate the difference between the taxpayer's reported tax and the tax due as estimated from the audit evidence. It is important to understand the difference in the two approaches in order to be able to successfully discuss the audit results with taxpayers and their accountants.

SETTING UP THE TEST

1302.00

GENERAL

1302.05

Prior to determining the type of testing to be used in a given audit situation or if statistical sampling is appropriate, the auditor must make a thorough examination of the business operation during the period under audit. This examination should include a review of source documents, changes in business activity, and changes in accounting procedures and key personnel.

Form BOE-472, "Audit Sampling Plan," will facilitate the use of sampling by assisting the auditor and taxpayer in documenting their sampling plan, and setting the criteria by which the sample results will be evaluated. In addition, the form covers many common situations that might arise in sampling, such as:

- The possibility that stratification or expansion of a sample may become necessary
- The potential of overpayments (e.g., over-accruals of tax on payables)
- The potential for projection of one or more errors per stratum when stratified sampling is used and the sample evaluation meets Board standards (See 1305.15, 1308.05)

This form is to be used as a tool to gather information in conducting samples, as well as to make the taxpayer aware of important considerations that might impact the audit. This form should be completed with the assistance and input from the taxpayer, prior to the actual selection of the sample. The information and methods documented in this form are not binding on either the taxpayer or Board staff. The sampling plan can and should be continually evaluated (and changed, if necessary) based upon information obtained during the audit process. However, if any deviation from this sampling plan is required, the deviations will be fully explained and discussed with the taxpayer.

The purpose of the BOE-472 is to establish the most effective and efficient means of developing a sampling plan. *This form must be used in all large audits (defined here as any audit with a cell designation of 1D through 4D) or any time sampling is performed.* This plan will provide much of the information that will later be needed to complete the working paper documentation and audit comments. The Audit Sampling Plan should be included in the audit working papers as a memo schedule.

While the BOE-472 includes many situations that might arise in sampling, it cannot include them all. As such, the form should be modified (in Section 11, "Other") to address any situations not included in previous sections of the form. Once the information has been evaluated, the auditor is in a position to determine the best method of testing. See Exhibit 1 for an example of the different types of information that might be included in some sections of the Audit Sampling Plan.

Once the decision has been made to test using available statistical sampling methods, the development of an audit sampling program that documents the information available and the anticipated course of action will provide the auditor with an organized plan. This plan can be modified as work progresses; however, changes to the plan should be explained and discussed with the taxpayer. See Exhibit 2 for an illustration of a statistical sampling audit program.

DEFINE THE OBJECTIVE OF THE TEST**1302.10**

Each test should have a specific, stated objective; subsequent statistical techniques are selected on the basis of that objective. The usefulness of any sampling test depends on a clear recognition of the relationship between the test objective and the corresponding audit objective.

For example: Is our objective to test sales for resale or to test all claimed deductions? The sample selection technique used might vary depending on what the true objective of the test is.

DEFINE AND LIMIT THE POPULATION**1302.15**

The population must be defined to ensure that all items about which the auditor wishes to draw a conclusion have an equal or known chance of being selected in the sample. The population should be defined and limited to the area of audit interest. For instance, if the auditor is testing resales, the population should be limited to resales. In an accounts payable test, the auditor should limit the population to the accounts that are of audit interest. In a typical accounts payable population, only five to ten percent of the invoices may be in general ledger accounts of audit interest relative to possible overpayments or underpayments. Based on this, an auditor would require a sample size of at least 3,000 invoices ($300 \div 10\%$) in order to obtain a sample of 300 invoices from the areas of audit interest (see section 1303.05 for minimum sample size requirements). Additionally, an auditor needs to consider that the population distribution could impact the sample size requirement and cause it to rise to 15,000 or more units, unless the population is well defined and appropriate statistical sampling techniques (i.e., stratification) are used. Therefore, it is best to have a population defined by the specific general ledger accounts that the auditor has identified as areas of audit concern and employ stratification techniques.

Although the majority of errors encountered by auditors relate to underpayments, audit staff should also be aware of, and discuss with the taxpayer, the potential of overpayments. Examples of general ledger accounts relevant to overpayment errors may include special inventory accounts, expense accounts that may include materials held for resale, printing expense (exempt printed sales messages), non-recurring engineering accounts (exempt prototypes), and software (custom or transferred via modem). Examples of general ledger accounts relevant to underpayment errors may include fixed assets, expensed inventories, research and development engineering, tooling, dues and subscriptions, and expense accounts that clearly relate to tangible personal property. Service-related accounts that may relate to assembly or fabrication of taxable property include engineering services, installation and assembly accounts, and lab expenses.

The auditor may want to consider using statistical sampling for examinations of areas other than an accounts payable or sales examination. Depending upon the taxpayer's recordkeeping system, statistical sampling may be warranted for the fixed asset, journal voucher, or even debits to the tax accrual account (the auditor would still be required to reconcile the accrual account). When using statistical sampling for examinations of these other areas, it is important to work with the taxpayer to determine how the population will be defined and how stratification levels will be selected. Again, this discussion and information should be documented on the BOE-472.

DEFINE AND LIMIT THE POPULATION

(CONT.) 1302.15

It is recommended that all tests include samples taken from the entire audit period whenever possible. In some instances, results from a statistical sample are projected to areas outside the defined population. This might occur if only one or two years of documentation are available in a three year audit period. Generally, a minimum period of two years (unless an audit period is shorter) should be available in which to perform a statistical sample. On a rare occasion, fewer than two years but no less than one year may be used, but the reasons for using this short of a period must be well documented in the audit. However, it must be emphasized that no statistical inferences can be made regarding projection of results outside the tested population. The projection of these results to periods outside the tested population should be discussed with the taxpayer and the taxpayer's written agreement should be obtained prior to commencing the sample(s).

A clear audit trail of the population should be included in the working papers. *The auditor must clearly describe the choices, assumptions, and methodologies used in the statistical sample, specifically relating to the definition of the population so that an adequate trail is developed to permit subsequent evaluation of the auditor's work by the taxpayer.*

DEFINE THE CHARACTERISTIC BEING MEASURED

1302.20

The auditor should carefully define the quantity characteristic being measured and determine a means of measuring it. For example, in a test of resales, the quantity of measure may be the differences between audited and claimed resales, a ratio of audited resales to claimed resales, or the audited total resale amounts.

SPECIAL CONSIDERATIONS

1302.25

A number of special factors must be considered whenever a statistical sampling plan is being developed. These factors should be discussed with the taxpayer when developing the sampling plan (BOE-472), so that the auditor and taxpayer can reach agreement as to how these factors should be handled if they are encountered during the test. These factors include:

- (a) **Multiple Locations**—When a taxpayer has multiple locations, the auditor must take care to determine how the records are maintained and whether internal controls are adequate. It is necessary to determine whether the record keeping is centralized at one location or whether each location maintains its own records.
- (b) **Arrangement of Source Documents**—Documents may be maintained or processed by the taxpayer in a number of ways such as numeric, periodic, cyclical, alphabetical, or batch processed, etc. In most cases, the taxpayer's method of maintaining documents will not preclude the use of statistical sampling techniques.
- (c) **Non-Response**—Occasionally the taxpayer will not be able to obtain a response to a confirmation request, e.g., XYZ letter, in spite of sending a second and maybe even a third request. The use of statistical sampling techniques should not change the auditor's reasoning in determining whether to accept or disallow a transaction. The auditor should still determine whether the transaction questioned can be supported by alternative means.

SPECIAL CONSIDERATIONS

(CONT. 1) 1302.25

XYZ non-responses should not automatically be considered errors or non-errors. When XYZ responses are not returned, audit staff should make every effort, if not already done, to determine the taxability of the questioned sale by alternative methods. Such methods could include, but are not limited to:

- Examine the customer's seller's permit registration to determine whether or not the purchaser had a permit at the time of purchase, the type of business, reported sales, etc.
- Review the quantity and type of items sold – for resale or consumption.
- Review a subsequent resale certificate (prior to the start of the audit) but for similar purchases.
- Examine other types of items sold to the customer.
- Contact the customer by telephone to determine the true nature of the sale. If the customer indicates that the sale was for resale, a copy of the XYZ request letter should be faxed to the customer for immediate response. This XYZ response will be subject to the same verification as any other XYZ response.
- Accept or deny based on personal knowledge of the auditor gained from prior audits or other sources.

There are occasions when the taxpayer is unable to obtain an XYZ letter response because the customer is no longer in business due to a bankruptcy or other reason. In this situation only (not where there is just a change in ownership, such as a change in partners or from a sole proprietorship to partnership/corporation in which the previous owner continues the business under the new ownership), the sale will be considered a sale for resale if the property purchased by the customer is consistent with the type of sales the business makes. The auditor must verify file information regarding the close-out or bankruptcy of the business, as well as the type of business operations of the customer to ensure that the situation meets these specific requirements.

In all other situations, if the sale appears to be of a type that could be consumed, the taxpayer is unable to obtain a proper XYZ letter response, and the auditor is unable to determine the exempt status of the sale by alternative means, the non-response should be considered an error.

(d) Timing—The auditor must take care to be aware of timing differences between the date of a transaction and the date it is recorded by the taxpayer. For example, paid bills are frequently recorded when paid rather than on the date of the invoice.

In addition, the auditor must take special care when a sample item is found to involve an installment contract. Not only must the auditor determine whether or not the sample item constitutes a difference, the auditor must also carefully determine the taxable measure of that difference. For example:

ABC Company, an unpermitted out-of-state vendor, enters into an installment contract with XYZ Corporation to furnish and deliver a piece of manufacturing equipment for \$1,000,000. The contract specifies the following progress payments:

Payment 1	\$200,000	Contract signing
Payment 2	\$200,000	Design approval
Payment 3	\$200,000	Completion of manufacture
Payment 4	\$200,000	Delivery
Payment 5	\$200,000	Completion of installation and testing

The contract specifies that title and possession of the equipment transfer from ABC Company to XYZ Corporation upon delivery, when the fourth installment payment becomes due and payable.

In this example, Payments 1, 2, 3, or 5 would not constitute differences for sampling purposes because they do not represent a "sale." On the other hand, Payment 4 would be a taxable transaction and it would have a measure of \$1,000,000. The fact that the statute of limitations has expired on one or more of the earlier progress payments or that Payment 5 is not yet due and payable would not alter this.

Care should be taken to determine whether or not XYZ Corporation reported tax on the earlier progress payments. If it did, then the \$1,000,000 taxable measure should be reduced accordingly.

- (e) **VOIDS**—The initial problem is to determine whether voids (canceled or unused invoices) are included in big -"N" the total population. If so, the auditor can leave the voids in the sample and consider each as a "zero" or non-error or take all voids out of the sample and the population. If voids are not included in the population, the auditor can disregard voids as they are not part of the population.
- (f) **Credit Invoices**—[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED AS SOON AS IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO CREDIT INVOICES, CREDIT MEMOS, AND DEBIT MEMOS.]

The examination of credit items should be handled in the same manner as in any test. They should be reviewed carefully and, if properly supported, should be considered as a non-error. Under no circumstances should they be ignored or deleted from the sample if they are included in the population being tested. Credit memos should also be considered particularly if they have a separate numerical sequence. Credit memos can affect the taxable or exempt status of an original invoice.

- (g) **Missing Documents**— If during the course of a statistical test a document cannot be located, normal auditing procedure requires the auditor to ascertain the reason for the missing or incomplete documents. When the investigation fails to reveal any specific reason, the auditor may first determine whether there is any acceptable alternative evidence. Fortunately, as more and more companies are converting to true paperless systems, it is generally not difficult to obtain a considerable amount of data about a missing invoice. The only statistical requirement is that an audited value be established for each sampling unit.

Statistical evaluation involves both estimating the extent of missing or incomplete documents and determining the possible effects that this might have on the auditor's decision. If missing invoices would create a material error and the taxpayer objects to the sample, the auditor may want to discuss possible alternatives with his or her supervisor or CAS.

Based upon the facts of the situation and guidelines presented in this manual, the auditor and the taxpayer together shall discuss whether to consider missing or incomplete documents as incorrect (in error), correct (no error), whether to substitute another sample unit, or whether they should be removed from the sample base and projection.

Alternative procedures that can be considered, if appropriate, when missing documents are encountered include:

- (1) The taxpayer and/or auditor can contact the vendor or customer for a copy of the missing or unreadable documentation.
 - (2) Allow the taxpayer to produce additional documentation on similar transactions for the same customer or vendor. The auditor can decide whether or not the taxability of the transaction(s) with missing documentation is similar to the transactions for which documentation is provided
 - (3) Expand the initial sample size. For example, if the sample size for a stratum is 300, then pull an initial sample of 360 items. The auditor's sample would consist of the first 300 items from the items pulled for which documentation exists. This method results in a relatively small incremental up-front cost to pull additional invoices, and avoids lengthy disputes over missing documents that may occur later in the audit.
 - (4) Remove the missing item from the sample base and projection.
- (h) **Taxpayer Request for CAS Involvement**— If there is a disagreement between the taxpayer and the auditor regarding the procedures to be used, the auditor can enlist the assistance of the Computer Audit Specialist (see section 1304.40). If the taxpayer asks to consult directly with the CAS, he or she should be directed to the auditor's supervisor, who will analyze the situation to determine whether CAS or Headquarters assistance is warranted or whether the situation can be resolved without their involvement. This type of situation should be resolved prior to conducting the sample in order to avoid the possibility of having to conduct another sample or having a non-concurred audit before any testing has even begun.
- (i) **Tax Overpayments in Sample Plans** – During the course of a statistical sample, the auditor may detect both underpayments and overpayments. It is very important that the underpayments and overpayments be treated equally. Therefore, both overpayments (in certain situations) and underpayments need to be taken into account and treated the same when examining sample items, when analyzing the sample results, and when projecting the resulting errors to the population being tested. For example:
- (1) Purchase examination: Any sample items that are identified and verified as overpayments of use tax to vendors, overpayments of tax accrued and paid directly to the Board by the purchaser, or "tax paid purchases resold" should be tested in the same manner as underpayments. Reimbursement for sales tax paid to a vendor in error must come from the vendor, as the incidence of tax actually falls on the retailer.
 - (2) Sales examination: Any sample items that are identified and verified as overpayments of sales or use tax reported by the retailer should be tested in the same manner as underpayments, **provided that the retailer has not collected tax reimbursement from the customer**. (If tax reimbursement is collected, these sample item overpayments cannot be used to offset underpayments from other sample items.)

There is no objection to projecting the results of a test that includes both overpayments and underpayments, as long as the test evaluates according to Board standards (sections 1305.15, 1308.05). The criteria for evaluating, accepting, and projecting samples resulting in overpayments or underpayments are the same.

DETERMINING SAMPLE SIZE**1303.00****GENERAL****1303.05**

The sample size must be large enough to provide meaningful results, but not so large as to cause excessive work. In judgmental sampling, you can arbitrarily select a sample size, but the question of whether it is adequate to meet your objective is not measurable and is therefore based on subjective judgment. Statistical sampling techniques provide mathematically verifiable quantitative aids for estimating the sample size needed to achieve the desired precision and reliability. The adequacy of the sample size in meeting those specifications, however, can only be determined after all the sample items are examined and the results evaluated mathematically.

A minimum sample size of **at least** 300 items of interest is to be used for all tests unless the auditor can support a smaller sample size and it evaluates well. This means that in the case of a sample of sales for resale, within the context of a total sample of total sales, the sample size should be large enough to provide a minimum of 300 invoices that were claimed/netted as sales for resale (at least 300 items of interest). **In unstratified populations, 300 sample units will rarely be an adequate sample size.** However, stratified samples with multiple strata (three or more) may have a sample size of less than 300 per stratum, but the combined test will normally contain at least 300 items of interest.

This 300 minimum sample size relates to individual transactions and not cluster or batch sampling. The sample size when cluster or batch sampling is used will depend upon the volume of transactions in each cluster or batch and will often result in a significantly smaller sample size than if cluster or batch sampling is not used.

While statistical techniques define and quantify the decisions to be made, the auditor must nevertheless evaluate the situation and identify what he or she may want to achieve in applying sampling techniques. The method used to determine the sample size is decided by the auditor based upon the circumstances or information available at the time, including the auditor's knowledge of the business, review of internal controls, discussion with the taxpayer, and application of the guidelines discussed in this chapter.

SAMPLE SIZE FORMULA**1303.10**

In order to use the formula for sample size, the auditor must be able to determine values to enter in the formula. These values can be obtained from a number of different sources. The auditor can compute the necessary statistics from the differences found in a prior audit even if the test was a block sample. The errors found in a prior block sample may be used to estimate the needed values required by the formula.

It is also feasible to compute the values from the cursory examination of a small number of current transactions — e.g., one day's invoices, a page or two from the sales journal, etc. Once these evaluations have been made, the sample size can be computed by the following formula:

$$\text{Sample Size} = n = \left(\frac{s \cdot z}{I} \right)^2$$

See Exhibit 11 for an example of how to use the sample size formula.

If the sample size formula will be used to estimate the initial sample size, the auditor should provide the details of the statistical sample size formula to the taxpayer during the planning phase of the audit. The planned confidence and precision should be clearly stated on the BOE-472.

SAMPLE SIZE FORMULA

(CONT.) 1303.10

After a sample has been pulled, the results can be used to prepare a sample size matrix to provide an overview of additional samples necessary to achieve a desired confidence and interval level. The auditor and taxpayer should discuss the feasibility of expanding the sample if the planned confidence or precision is not achieved. This discussion should be documented by comments on the BOE-472.

PILOT SAMPLES

1303.15

A pilot sample may be necessary if no other information is available to compute the needed values. The main disadvantage of using a pilot sample is that usually it will require expansion, which means a second pass through the population. This added step can be time consuming and may meet with resistance from the taxpayer. As a result, it is not recommended when other means are available.

A more efficient approach is to estimate the sample size that would produce an acceptable audit result. Then, if during the examination of the sample detail it becomes apparent that the test is not productive (not producing errors), some consideration can be given to shortening the examination.

A test being done on a random selection basis may be stopped at any time if the samples are examined in the random order in which they were selected, since samples were randomly selected from the entire population. However, any test being done on a systematic basis should be continued since the entire population has not been sampled. An alternative when using systematic sampling would be to increase the skip interval. This would produce fewer samples, but the entire population will have been sampled. Caution should be exercised if errors are discovered with the increased skip interval. If this occurs, the test should be restored to the original plan and completed as originally started.

Estimated sample sizes can be developed using the auditor's analysis and evaluation of the audit situation and may involve the following factors:

- (a) Auditor's knowledge of the industry
- (b) Cursory exam of a handful of documents, or a short period of transactions, to estimate the expected error rate
- (c) Review of the prior audit
- (d) Discussion with the taxpayer

SAMPLE SIZE TABLES

1303.20

Statistical tables are available to estimate sample size based upon a number of factors including population, desired confidence level and expected rate of occurrence. These tables are found in statistical sampling textbooks and should be available in the reference area of each district office. Exhibit 12, *Sample Sizes for Variable Sampling*, is a condensed form of one of these tables and could be useful in estimating needed sample sizes.

Most tables used by auditors are based upon infinite population sizes. It is possible to take the population size into account in determining the computed upper precision limit by making an adjustment called the finite population correction factor.

$$\text{FINITE POPULATION CORRECTION FACTOR} = \sqrt{\frac{(N - n)}{(N - 1)}}$$

This has the effect of reducing the required sample size somewhat. It should not be used unless the sample size equals 5% or more of the population. The finite population correction factor may also be used in computing the standard error as shown in section 1305.10.

FACTORS AFFECTING SAMPLE SIZE

1303.25

(a) Population— statistical theory proves that in most types of populations where statistical sampling applies, the population size is only a minor consideration. This is because representativeness is ensured by the random selection process. Once an adequate sample size is obtained that includes a good cross-section of items, additional items are not needed regardless of population size.

(b) Confidence level/interval—an increase in the desired confidence level or decrease in the confidence interval will both result in an increase in the necessary sample size.

For example:

An increase of the confidence level from 80% to 90% would increase the required sample size by approximately 65%, or

A decrease in the confidence interval will increase the required sample size proportionally.

(c) Cost benefit ratio— before beginning the test, consideration should be given to the cost and time needed to conduct a test using statistical sampling techniques. The use of the random method for selecting a sample may impose an additional time requirement in the audit. This can be alleviated, in part, if the taxpayer assists in pulling the items selected for examination.

A key consideration should be materiality. A test should not be conducted just for the sake of testing. Also in audits of smaller taxpayers, it is frequently faster to examine all transactions on an actual basis.

The use of prior audit percentages of error should be considered when the taxpayer meets the specific criteria of section 0405.33 of this Audit Manual.

(d) Standard deviation of the population — the standard deviation is used to indicate the level of variance in the population and is the key criteria in determining sample size in the Board's formula. Understanding the population distribution in a test is important in selecting a sample size and statistical method to be used. Accounting populations generally do not have a normal distribution (normal bell-shaped curve); rather, they normally have a skewed distribution. For example, a positively skewed distribution is comprised of a large number of invoices with low dollar values and a small number of invoices with high dollar values. Unfortunately, determining the population distribution is complicated by the fact that the distribution is hidden from view. An example of a skewed population distribution and a sample selected is as follows:

Population= 20,000	Dollar Range= \$1– \$100,000
10,000 invoices = \$400 or less	
9,400 invoices = \$401 to \$29,999	
600 invoices = \$30,000 or more	
Sample Size= 300	
150 invoices = \$400 or less	
141 invoices = \$401 to \$29,999	
9 invoices = \$30,000 or more	

When an auditor is unaware that a population is skewed, the low-dollar transactions are normally oversampled and the high-dollar transactions are undersampled. This will generally lead to an inaccurate and unrepresentative sample with a high interval. For these types of situations, stratification is an appropriate and time-saving remedy (section 1304.15).

(e) Stratification—an auditor may make a decision to test more heavily from among items of greater value or importance or to test multiple locations or categories of transactions independently. This requires a sound analysis of the population in order to subdivide the population properly. Stratification also increases the efficiency of sampling when extreme values are found in a population. For example, the auditor may determine that the objectives of the audit can be achieved more effectively by examining 100 percent of high dollar value items with multiple tests of lower dollar value items. In many situations, four or five strata will be required for greater accuracy and efficiency. Stratification is not limited to dollar amounts, but may involve stratification by product line, customer types, sales locations, or some other criterion. The auditor should consider the possibility of stratifying in tests of sales, consumables, or assets. The basic considerations for stratification apply equally in all of these areas. (See section 1304.15.)

SAMPLE SELECTION TECHNIQUES**1304.00****GENERAL****1304.05**

The key element common to all tests to be evaluated statistically is that the items to be included in the test must be chosen at random. There are several acceptable methods for selecting a random sample, with those most common to the Board's auditing explained in the following sections.

UNRESTRICTED RANDOM SAMPLING**1304.10**

The unrestricted random sample is obtained by the use of a random number table or computer generated random numbers. This method is used to draw individual sample items from the entire population without segregating or separating any portion of the population. By this method, each and every item in the population has an equal chance of being selected as a sample unit. This is one of the most commonly used sample selection techniques.

STRATIFIED RANDOM SAMPLING**1304.15**

[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED AS SOON AS IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO STRATIFIED RANDOM SAMPLES.]

Stratified random sampling involves the segregation of the population into smaller homogeneous groups. This is done to improve the efficiency of the sampling of the population. This also allows for more attention to be paid to certain segments of the population i.e., large dollar items.

It should be noted that once the population has been divided into several strata, unrestricted random sampling procedures would be used on each of the resulting strata. See Exhibits 9 and 10.

SYSTEMATIC SAMPLING**1304.20**

Systematic sampling involves selecting samples at a given interval after establishing a random starting place. The random start is essential to ensure each unit in the population has an equal chance to be included in the sample. This method of sampling can be the most efficient if the documents in the population are not numbered. For instance, invoices can be selected by physical count rather than by invoice number.

Systematic sampling is the selection of every "nth" item following a random start. In this type of sample, the size of the interval directly affects the size of the sample. As a result, the population and required sample size should be estimated in order to determine the interval necessary. (Population ÷ sample size = interval).

Although this method is indeed a simple method of selecting samples, the method must be used with caution since bias can be introduced into the sample. In general, if there is any periodic or cyclic arrangement of the items in the population, a bias can result. Further, it may not be apparent from the sample that the bias exists.

There will be some situations in which, for purely practical reasons, systematic sampling would seem to be the only viable approach. In these instances, if the auditor has reasonable assurance that no cyclical pattern exists in the filing arrangement, such an approach can be used.

CLUSTER SAMPLING**1304.25**

Cluster sampling is a special form of sampling using either the random or systematic approach. However, instead of selecting a single sample unit, a group of sample items is selected. For instance, a group of ten consecutive invoices may be selected as a group or cluster. The group or cluster then becomes one sample unit.

Cluster sampling may be the only feasible method of sampling when there is a very high cost to retrieving items randomly selected across the entire population. This method can save time in accumulating the sample since fewer points in the file are sought. However, since each cluster represents one sample unit, some sampling efficiency may be lost. It is generally recommended that a minimum of 20 clusters be included in a test.

In cluster sampling, an auditor must first divide the population into non-overlapping groups (clusters). The sampling units within each group may exhibit considerable differences. The clusters, however, are chosen to be as nearly alike as possible. Next, a random sample of the clusters is performed. If all units in a cluster are sampled, a **single stage cluster sample** has been performed. However, an auditor may also perform a **two-stage cluster sample**—selecting a random sample of the clusters and then taking a random sample of the sampling units within the chosen clusters.

Batch sampling is a form of cluster sampling. In a situation where a taxpayer has filed documents in batches, it may be very difficult and time consuming to select individual invoices and trace them to their location. Selecting a batch as a sample unit will quite frequently reduce the time required to select the sample. This can be a very efficient form of cluster sampling.

COMBINATION**1304.30**

It is possible to combine different selection techniques—for example, a random sampling of days may be selected with transactions on those days tested on a systematic basis.

There are a wide variety of ways to select a sample other than those already discussed, and it will be up to the auditor to determine the most effective means based upon his or her review. The sample may be selected by pages, lines on a page, months, days, vouchers, etc.

METHODS OF SELECTING A SAMPLE**1304.35**

The following paragraphs illustrate a number of aids available to assist the auditor in the use and selection of a statistical sample:

(a) Use of Computers

The use of a computer to select the sample provides a number of advantages including significant time saving, elimination of incorrect number selection and automatic documentation in the form of printed reports. **Audit staff should be aware that it is not only preferable, but also Department policy, to conduct an audit using computerized records, if available.**

(1) **Board's Computer Program**—The use of the "Random Number Generator" program allows the auditor to select items with replacement to be tested from one or a number of sequences at random in a matter of minutes. The program will provide the items selected in numerical or random sequence. See Exhibit 5.

- (2) **Taxpayer's Computer**— Prior to conducting any tests, the auditor must make a thorough examination of the business operations, including a review of source documents and the taxpayer's accounting system. Form BOE-472, *Audit Sampling Plan*, is a tool to be used by both the auditor and taxpayer to gather information prior to conducting a sample, so that the most effective and efficient sampling plan can be developed (see section 1302.15). This form, and the discussion with the taxpayer regarding the information on this form, shall be completed whenever sampling is done, whether testing is conducted using a computerized system or paper records. After the audit sampling plan has been agreed upon, the taxpayer should provide the records agreed upon in the plan.

An important part of designing the sampling plan consists of defining and limiting the population, whenever possible, to only the areas of audit interest (i.e., relevant accounts). For example, in testing accounts payable, it is preferable to have the population defined by the specific general ledger accounts that the auditor and taxpayer have discussed and identified as areas of audit concern. It is also important to employ stratification techniques in order to increase the efficiency of the sample when extreme values are contained in a population, which is generally the case in accounting populations. The taxpayer's computer system or computerized data may be used to define and limit the population and employ stratification techniques.

When the taxpayer maintains machine-sensible records, the auditor and taxpayer, or a representative from the taxpayer's information systems department, should discuss the use of this system for testing purposes. The auditor is encouraged to contact their local Computer Audit Specialist if any assistance is needed to determine the feasibility of using the taxpayer's system for testing purposes or for guidance in setting up tests (see section 1304.40). If a CAS will be contacted for assistance, it is preferable that he or she be contacted prior to this meeting with the taxpayer, so that the CAS can also attend.

In discussing the use of the taxpayer's computerized records for testing purposes, the taxpayer may express concern regarding the confidentiality or proprietary nature of the information included in the taxpayer's electronic records. Taxpayers should be assured that confidential taxpayer information is required by both Board policy and law to be safeguarded.

Existing state and federal laws prohibit the disclosure, willful unauthorized inspection, or unwarranted disclosure or use of any information concerning any taxpayer by the State Board of Equalization, except as specifically authorized by statute (i.e., public information – business address).

Also, if the taxpayer expresses concern with allowing data tapes to leave their premises, audit staff should work with the taxpayer to make arrangements to retrieve the data necessary for the test while at the taxpayer's site. The only data that will leave the taxpayer's site is the data necessary to the auditing process.

When records are maintained in an electronic or computerized system, but the taxpayer indicates that they will not allow access to these records, the auditor should follow the procedures outlined in section 0403.10 of this Audit Manual. The District Administrator should also contact the Chief of Field Operations for guidance on obtaining access to computerized records, as required by the requirements of Revenue and Taxation Code sections 7053, *Records*, and 7054, *Examination of Records*; and Regulation 1698, *Records*.

(b) **Tables**

There are a number of tables available to assist the auditor in selecting the sample. They contain random numbers, random letters or random months. These tables can be used in combination with each other if, for example, the taxpayer uses both alpha and numeric combinations to identify documents.

It is important to remember that even with the use of these tables, the sample must have a random start.

The major disadvantage in using these tables is the time necessary to identify the items to be selected and then to reorganize the items in a usable format, such as numerical. See Exhibit 6.

COMPUTER AUDIT SPECIALIST

1304.40

In response to the growing need to audit through sophisticated taxpayer computer systems, the Sales and Use Tax Department initiated a Computer Audit Program. The goal of the program is to provide technical support to auditors who conduct reviews of complex accounting systems, especially those consisting of machine-sensible records. The Computer Audit Specialists (CAS) can be asked to write specialized software programs to extract required accounting detail, if necessary. The CAS are also able to improve audit efficiency (reduce audit hours) and the accuracy of testing procedures. The CAS are located in the San Jose, Industry, Santa Ana and Out-of-State/Sacramento District offices. CAS are available to assist auditors from any district office within their geographical area of responsibility. The CAS are also available to assist audit supervisors or District Principal Auditors, if additional guidance is necessary. Refer to the Board Directory for phone numbers and any future CAS locations.

The current process is as follows:

1. Currently, it is mandatory that the CAS be contacted when the prior audit hours total as follows:
 - Northern California and Out-of-State — last audit expended 400 or more hours
 - Southern California — last audit expended 600 or more hours (will lower to 400 hours as more CAS are trained)

It is critical that the CAS be involved in the audit at the earliest possible stage. For this reason, at the time each mandatory CAS-contact audit is assigned to an auditor, the lead auditor **must** contact his/her area's CAS to arrange a meeting to review the prior audit and determine if the services of the CAS would be beneficial. This meeting should be held **before** the initial audit discussion with the taxpayer is scheduled. While initial contact with the CAS is **mandatory**, it may be determined after meeting with the CAS that his/her involvement is not necessary.

The CAS' geographical areas of responsibility are as follows:

- Northern California and Out-of-State/Sacramento area CAS are responsible for the San Francisco, Oakland, Fresno, San Jose, Santa Rosa, Sacramento, and all Out-of-State offices
- Southern California area CAS are responsible for the Norwalk, Torrance, Van Nuys, Industry, Ventura, Culver City, Orange County, Riverside, and San Diego offices

2. Audit staff are encouraged to contact the CAS (regardless of the size of the audit) whenever assistance is needed due to the volume of computerized records, or whenever the auditor needs assistance in setting up a test or has questions regarding statistical sampling procedures. Depending on district policy, the auditor's supervisor should be notified prior to contacting the CAS. Ideally, the CAS should be contacted prior to the first meeting with the taxpayer or as soon as a problem arises.

Audit supervisors and District Principal Auditors can also contact the CAS for assistance or questions regarding statistical sampling or computerized auditing techniques. If a taxpayer requests consultation with a CAS, this request should be forwarded through the audit supervisor.

3. Typically, the specialist will first verify whether the computer tape provided by the taxpayer contains all the necessary information. Control reports are then developed which list account balances by month and year. These totals allow the auditor to verify that the electronic data processing (EDP) records are complete.
4. After verifying the accuracy and completeness of the control reports, an interval and frequency report are produced. Both the auditor and taxpayer receive copies of these reports. A mutual agreement between the auditor and taxpayer is reached on stratification points and sample sizes.
5. The CAS provides the auditor with a diskette, in Excel spreadsheet format, containing the strata samples that have been selected. Upon request, the CAS can provide a disk or documentation that supports the total population figure(s). This information should be provided to the taxpayer.
6. The auditor determines whether the selected sales/purchases are taxable and whether any errors have been made. Errors are noted, and statistical sample evaluations are compiled by the auditor.

EVALUATION OF SAMPLE RESULTS

1305.00

GENERAL

1305.05

The use of statistical sampling techniques enables the auditor to make generalizations and inferences about the total population by examining only a portion of that population.

After the auditor has located the selected items, he or she must examine each one and determine the cause and the audit significance of each exception. Doing so is much easier if the objective, the characteristic being tested, and the means of measuring it have been rigorously defined. Likewise, the auditor must be careful not to let the significance of one characteristic blind him/her to another. If an unanticipated characteristic should be found, it may be subject to adequate evaluation by means of the sampling technique in process, or a new sample and a different technique may be required. For example, if the only errors in a sample relate to one customer or vendor it might be preferable to examine those transactions on an actual basis.

STATISTICAL SAMPLING SYMBOLS, FORMULAS AND DEFINITIONS

1305.10

[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL, SPECIFICALLY RELATING TO CONFIDENCE LEVEL AND CONFIDENCE INTERVAL STANDARDS, IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED IF IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO CONFIDENCE LEVEL AND CONFIDENCE INTERVAL STANDARDS.]

Symbol	Formulas	Definition
N		Number of items in the population, field or universe.
n		Sample size; number of items in the sample.
x		Individual values; units in the sample.
μ		True mean; mean of population, field, or universe.
Σ		Total of; sum.
\bar{x}	$\frac{\sum x}{n}$	Mean of sample.
x_d		Differences, errors.
\bar{x}_d	$\frac{\sum d}{n}$	Mean of the differences.
σ	$\sqrt{\frac{\sum (x - \bar{x})^2}{(n - 1)}}$	Standard Deviation of the population, field, or universe.
S	$\sqrt{\frac{(n)(\sum d^2) - (\sum d)^2}{n(n - 1)}}$	Standard Deviation of the Differences.
$S_{\bar{x}}$	$\frac{S}{\sqrt{n}}$	Standard Error.

Symbol	Formulas	Definition
$S_{\bar{x}}$	$\frac{S}{\sqrt{n}} \cdot \sqrt{\frac{(N-n)}{(N-1)}}$	Standard Error using the finite population correction factor (used only if the sample exceeds 5% of the population.)
Z Value		Confidence coefficient; value for area under the normal curve.
C.I.	$S_{\bar{x}} \cdot z$	Confidence interval; precision.
C.L.		Confidence level; a confidence coefficient of 80% or more should be used. (Z value for 80% is 1.28). If the sample size is less than thirty, the T value for 80% at the specified sample size should be used. (See Exhibit 4.)

ANALYSIS OF DATA**1305.15**

[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED AS SOON AS IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO THE ANALYSIS OF DATA FROM STATISTICAL SAMPLES.]

See Exhibit 7 for a sample evaluation worksheet schedule to be submitted with the completed audit.

Although it will not be necessary for the auditor to show mathematical computations, it is felt each formula should include the basic figures used in the computation. This will ensure that anyone reviewing the audit can readily see how the auditor arrived at his/her conclusions.

Since the auditor is sampling for variables, the confidence levels used for analysis purposes will generally be less than the confidence levels used in attribute sampling. Increasing or decreasing the confidence level will affect the confidence interval. Some reasons for confidence interval variation are: variability within the sample units; differences in sample size; small vs. large errors or credit errors. The fact the confidence interval is wide is not necessarily bad but the auditor must evaluate the test results to determine if the sample is representative of the population being tested. The following factors can be used to assist in the evaluation of the sample and to determine if the sample is representative of the population.

- (a) Mean of sample vs. mean of population
- (b) Range of values in sample vs. range of values in population
- (c) Substantial sample size
- (d) Auditors judgment

Because of the limitless circumstances that could occur in a test, a standard (acceptable) confidence interval is not being recommended. A confidence interval that is acceptable in one situation may be totally unacceptable in another. The decision to accept or reject the sample results will rest on the judgment of the auditor and/or his supervisor.

ANALYSIS OF DATA**(CONT.) 1305.15**

The confidence interval is a measure of the variability of the units included in the sample. It is not a measure of whether a sample is acceptable or unacceptable. However, a small interval is preferred because it indicates that the population is more homogeneous, contains less variability, and enhances the reliability of the sample.

When a large interval is disclosed, the auditor must make a decision regarding the acceptability of the sample based upon the best information available. Some of the options to be considered in making this decision include:

1. Accept the test (explanation for acceptance should be contained in the working papers).
2. Increase the sample size.
3. Stratification (by dollar value, product line or type of error).
4. Drop the test and accept reported amounts in that area of the audit.

When a test results in zero errors the auditor must review the test results and if it appears representative of the population, a no change report is appropriate.

A Computer Audit Specialist may develop some other tests to determine the acceptability of a particular audit sample.

A sample may result in a refund or credit if the dollar value of tax overpayment errors exceeds the dollar value of the tax underpayment errors in the sample. The auditor must review the sample results, and if they appear representative of the population and meet Board standards (as noted above and in section 1308.05), compute the negative estimated ratio (negative percentage of error) and project it against the population being tested to derive the projected measure of tax overpayments in the population.

EXPANDING A SAMPLE**1305.20**

After analyzing the original sample results, sample evaluation, and any additional factors, the auditor must decide whether to accept the sample or to expand it. If the decision is made to expand the sample, the auditor should discuss the need for selection of additional sample items with the taxpayer. Using a sample size matrix, the auditor and taxpayer should come to an agreement regarding the number of additional sample items to be selected.

Care must be taken in deciding if expansion is really necessary because this requires a second pass through the population and will increase the cost and time required, for both staff and the taxpayer, to conduct the audit. As a result, every attempt should be made to select an adequate sample size before conducting the test, rather than relying on the ability to expand the sample at a later date.

If the taxpayer requests that a sample be expanded and the auditor believes that expansion is not necessary, the auditor's supervisor should be contacted. The supervisor will analyze the situation to determine if expansion is warranted. The supervisor may want to consult with the CAS for assistance in making this decision.

If the auditor feels the test should be expanded or the sample is to be expanded at the request of the taxpayer, it should be remembered that the expanded sample will not replace the original but will rather extend it. The audit findings will then be based upon the combined results. If the same method is used to select the original and the expanded samples, they can be combined even if they are conducted by different auditors.

EXPANDING A SAMPLE

(CONT.) 1305.20

| When expanding a sample at the taxpayer's request, the auditor should elicit as much assistance as possible from the taxpayer in order to minimize the additional time needed to complete the audit.

It is important to advise taxpayers, prior to the start of work on a second sample, that they cannot later accept the initial sample and disregard the expanded sample if the combined results prove to be unfavorable.

ESTIMATION — PROJECTION TECHNIQUES**1306.00****GENERAL****1306.05**

There are three basic methods used by the Board to project sample results: mean-per-unit estimation (simple projection), difference estimation, and ratio estimation (percentage of error). Until the results of the sample are known, a determination of which method of projection provides the best estimate cannot be made. An example of these estimation techniques is shown in Exhibit 8.

All errors in the test, both underpayments and overpayments, should be included in the evaluation and, if the results meet Board standards, should be projected to the population tested.

MEAN-PER-UNIT ESTIMATION**1306.10**

Estimates are made from the audited values in the sample. The average audited value of the sample items multiplied by the number of units in the population can be used to estimate the total value of the population. This type of estimation is generally not used because it almost always results in a larger standard deviation, which requires a larger sample. At times, it may be a useful statistical method in situations where no recorded book value is available for individual population items or the taxpayer has been using estimates.

DIFFERENCE ESTIMATION**1306.15**

Estimates of the total error in the population are made from the sample differences by multiplying the average audited difference (sum of the differences ÷ sample size) by the number of units in the population. This method cannot be used unless there is both a recorded value and an audited value for each item in the sample.

This method almost always results in a smaller sample size than mean-per-unit estimation because the standard deviation of the difference is smaller than the standard deviation of the audited values.

Difference estimation should be used in situations where the errors discovered in the sample tend to be constant and have no relationship in size to the recorded book value. An example of this type of error would be handling charges that are a flat amount regardless of the size of the transaction.

RATIO ESTIMATION (PERCENTAGE OF ERROR)**1306.20**

The ratio is formed by dividing the net sample difference by the total sample value, when using unrestricted random sampling. This ratio is then applied to the population total to estimate the error in the population being tested.

This method also requires the use of smaller sample sizes than the mean-per-unit method. Like difference estimation, recorded values are also required for the population in order to use ratio estimation. This is the most efficient method when the differences have a consistent relationship to recorded book values.

This is the estimating technique used most frequently in audits conducted by the Board. It is recommended that this method be used to project sample results unless there is convincing evidence to the contrary.

WORKING PAPER TECHNIQUES**1307.00****GENERAL****1307.05**

Statistical sampling techniques must be adequately documented in the working papers, not only to provide a means for review but, if necessary, to justify expansion of the sample. It is also necessary to support the validity of the technique used in the test.

MINIMUM DOCUMENTATION**1307.10**

Minimum documentation should include:

- (a) Audit Sampling Plan Form BOE-472. Form BOE-472 is required for all large audits (cell designation "D") or any time sampling is performed.
- (b) The population total, its source and a reconciliation of strata totals to the population total, if several strata are involved.
- (c) The method of selecting sample items — for example, if a random number table is used, the documentation should include the name and source of the table, starting point, route through the table and the stopping point. If a random number generator was used, the random seed should be documented in the working papers. This information is essential in the event the sample is to be expanded.
- (d) A listing of the sample items and any differences noted. Whatever methods are used, proper referencing is essential to provide the proper audit trail.

NOTE: Generally, unless a sample is relatively small, a separate schedule for differences or questioned items should be made for ease in the summary or analysis of the sample results. At a minimum, the schedule of questioned items should include the following, as applicable for the type of test:

- 1) Date
 - 2) Invoice number
 - 3) Vendor/Customer name
 - 4) Vendor/Customer address
 - 5) Shipped from/to
 - 6) Complete description of the item(s) in question
 - 7) Amount in question
 - 8) If applicable, general ledger/cost center/department that AP purchase(s) charged to
- (e) Evaluation of sample results — this is most frequently completed in a worksheet format. A sample evaluation template, as illustrated in Exhibit 7, is included as part of the electronic audit package worksheets. In addition to numeric data, the evaluation may also include additional information pertinent to the sample or population that the auditor feels is necessary to properly evaluate the test.
 - (f) The audit conclusion reached — this will be used as the basis for projecting the results of the sample to the total population.

MISCELLANEOUS PROBLEM AREAS**1308.00****MINIMUM ERRORS****1308.05**

[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED AS SOON AS IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO MINIMUM ERRORS.]

The projection of a sample result to the population total is based upon the theory that the sample is truly representative of the population from which it was drawn. The reliability of the sample is generally computed by means of a confidence level and confidence interval.

When a sample produces only one or two errors, the auditor must evaluate whether these errors were truly random, or was it possible that they indicated problems in certain areas that could be examined separately. Such a low error occurrence rate would leave doubt as to whether the sample should be projected. In these situations, the auditor's judgment should be used to determine whether the sample should be expanded, a separate examination of a particular problem area should be made, or the sample should be considered to have shown too small of an error rate to project.

If the test results appear representative and the error rate appears valid for the population, the auditor may decide to project the errors. If the errors are material the auditor may decide to stratify and examine on an actual basis. The auditor's judgment based on his or her knowledge of the business will determine the disposition of a test with less than three errors.

When a test results in zero errors, a no change report would normally result for that portion of the audit. This would not always be the case, however, if the test results do not appear to be representative. A large number of BOE-1164's on hand would indicate that the test was not representative. In a case such as this, the BOE-1164's would have to be analyzed to establish whether expansion of the test would be warranted.

GLOSSARY OF STATISTICAL TERMS**1309.00****Attribute**

A qualitative characteristic which a unit of a population either possesses or does not possess.

Attributes Sampling

Used to estimate the proportion of items in a population containing a characteristic or attribute of interest. Attributes sampling is concerned with the frequency of an attribute. This is a qualitative measurement and is useful when the objective of the test is a yes or no answer.

Census

Examination of 100 percent of the population.

Cluster Sample

Sample method of systematically or randomly selecting equal groups of items at random.

Confidence Interval

Describes the limits of accuracy of an inference. This precision interval is a statistical measure of the inability to predict the true population error because the test is based on a sample, rather than a census.

Confidence Level

An inference from a sample that tells us the proportion of times a statement about the population is likely to be true in the long run.

Confidence Limits

The confidence interval expressed as a range the lower and upper bound on the confidence interval.

Data

Factual information used as a basis for analysis.

Difference Estimation

Used to measure the estimated total error amount in a population when there is both a recorded value and an audited value for each item in the population and sample.

Finite Correction Factor

Adjustment to take the population size into account in determining the computed upper precision limit. It is used when sample size equals 5% or more of the population.

Mean

Arithmetic average of the sample.

Mean-Per-Unit Estimation

The point estimate is the average audited value of the sample items multiplied by the number of items in the population.

Non Sampling Error

Errors in sampling due to bias, fatigue, lack of experience, and other auditor errors.

GLOSSARY OF STATISTICAL TERMS

(CONT. 1) 1309.00

Parameters

A set of physical properties that describes a population such as the mean, number of transactions in the population, standard deviation, etc. In this chapter, these parameters are symbolized as follows:

N	=	Number of items in population, field or universe
n	=	Number of items in sample
\bar{X}	=	Arithmetic mean of the sample
σ	=	Standard deviation of the population
S	=	Standard deviation of the differences
$S_{\bar{x}}$	=	Standard error

Population

Any group of units with some characteristics in common. The total units from which the sample is drawn.

Precision

The range within which the universe average will lie, with the degree of certainty specified in the confidence level.

Random

An order of selection governed by chance.

Range

The highest and lowest values in the population.

Ratio Estimation

Projects the point estimate of the population on the basis of the net ratio of error in the sample times the recorded total dollar amount of the population.

Sample

The observations drawn from the entire group being sampled, any number of units drawn from a population. A JUDGMENT SAMPLE is a sample where the criteria for including a unit in the sample is decided in advance. A RANDOM SAMPLE is a sample where every unit still remaining in the population has an equal chance of selection on each draw.

Sampling Error

Error due to chance that the sample is not a miniature replica of the population.

Sampling Frame

The population from which the sample units will be selected, limited to the area of audit interest.

Standard Deviation

A measurement of the distance of all values from the arithmetic mean. The sample standard deviation is used as an estimate of the population standard deviation.

Standard Error

The standard deviation of all possible sample means of a given size.

GLOSSARY OF STATISTICAL TERMS

(CONT. 2) 1309.00

Statistic

Descriptive terms used to define or describe the sample.

Statistical Sample

One where the selection of the items to be included is independent of the sample, and which provides a means of establishing the sample size objectively and a means of objectively appraising the sample results.

Stratum

A statistical sub-population. Dividing a population into sub-populations. (Plural: Strata).

Stratification

Physical segregation of the population into more homogeneous groups with the expressed purpose of improving sample efficiency and/or sample reliability.

Systematic

Random systematic sampling is a sampling technique for selecting each sample item at a set interval (every "nth" item), with a randomly selected start.

T Value

Used instead of Z value in analyzing samples of fewer than 30 (thirty).

Unit

A member of a population. Each sale is a unit of the total sales population.

Universe

Population, field. The total units from which the sample is drawn.

Variable

Quantity, a property of a unit of a population which is measurable.

Variables Sampling

Method used to estimate the dollar value of a given population — provides a quantitative measurement.

Z Value

Confidence coefficient—used to determine the precision interval, represents the number of standard errors along the horizontal axis about the mean under the normal distribution.

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AUDIT SAMPLING PLAN

EXHIBIT 1

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STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

450 N STREET, SACRAMENTO, CALIFORNIA

PO BOX 942879, SACRAMENTO, CALIFORNIA 94279-00XX

TELEPHONE (916) XXX-XXXX

FAX (916) XXX-XXXX

www.boe.ca.gov

JOHAN KLEHS
First District, HaywardDEAN ANDAL
Second District, StocktonCLAUDE PARRISH
Third District, TorranceJOHN CHIANG
Fourth District, Los AngelesKATHLEEN CONNELL
State Controller, SacramentoJAMES E. SPEED
Executive Director

Use of Sampling in Auditing

The primary purpose behind the Board's audit program is to determine, with the least possible expenditure of time for both the taxpayer and the Board, the accuracy of reported amounts. Sampling serves to accomplish this purpose.

Sampling is a process of drawing a conclusion about an entire body of information based upon measurements of a representative sample of that information. Sales and use taxes are transaction taxes, meaning that tax is determined on a transaction-by-transaction basis. Therefore, verification must be done at the source document level. Since in many cases it is economically impractical to audit all transactions, the Board encourages the use of sampling whenever feasible.

There are generally two methods of sampling: judgment sampling and statistical sampling. A judgment sample includes all samples obtained by non-statistical sampling methods. The most common type of judgment sample is the examination of a block period of time (i.e., day, week, month, or quarter). A statistical or random sample is a sample in which each item in the population has an equal or known chance of being selected for examination. Examples of statistical or random sampling techniques include unrestricted sampling, stratified sampling, systematic sampling with random start, and cluster sampling.

While judgment samples are not necessarily less accurate than statistical samples, there is no way of objectively evaluating the accuracy or reliability of the test. The advantages of statistical sampling over non-statistical sampling are:

- It provides a selection process which is representative of the types of transactions involved and eliminates bias, since every item in the population has an equal or known chance of being selected.
- It provides an advance estimate of the sample size required for a given objective.
- The results can be objectively evaluated.
- Multiple samples may be combined and evaluated.
- Properly conducted statistical sampling can yield more reliable results than judgment sampling.
- It is a method approved and recommended by the American Institute of Certified Public Accountants (AICPA).

Other factors to be considered in determining the best type of sample to conduct are the format, condition, storage, and availability of business records. The auditor and taxpayer should discuss the most beneficial approach to examining source documents after the auditor has had an opportunity to review the business records but prior to the selection of the sample.

The attached Audit Sampling Plan (BOE-472) was developed to facilitate the use of sampling by helping the auditor and taxpayer to document the sampling plan and to set the criteria by which the sample results will be evaluated. The purpose of this form is to obtain information regarding the taxpayer's operations in order to establish the most effective and efficient means of developing a sampling plan. The form covers many common situations that might arise in sampling and should be discussed with the taxpayer. This form should be completed with the assistance of the taxpayer, prior to the selection of the sample.

The information and methods documented in this form are not binding on either the taxpayer or Board staff. The sampling plan can, and should, be continually evaluated (and changed, if necessary) based upon information obtained during the auditing process. In addition, it is possible that stratification or expansion of this sample may become necessary depending on the results produced by this process. However, should any deviation to this plan be required, it will be fully discussed with the taxpayer.

If you have any questions regarding this form and accompanying information, please contact your auditor.

STATISTICAL SAMPLING

EXHIBIT 1

PAGE 2 OF 5

BOE-472 (S2F) REV. 2 (6-00)

AUDIT SAMPLING PLAN

STATE OF CALIFORNIA

BOARD OF EQUALIZATION

TAXPAYER NAME:	ACCOUNT NUMBER:
AUDIT PERIOD: to	SECTION OF AUDIT:

The purpose of this form is to establish the most efficient means of developing a sampling plan. Please complete all sections below.

1. Define the objectives of this test, including population to be tested.

See AM sections 1302.10 and 1302.15.

2. The sample period and records to be examined in performing this sample include the listed items, but these items may be modified if new or additional information is discovered.

The sample period and a complete list should be made of all possible records that may be necessary to make all decisions regarding the correctness of the test items. See AM section 1302.15. For example, "Sales for resale for the period of XX to YY."

- a) Filing method used for the population:

3. The sampling unit will be:

The sampling unit is the item being selected for review: i.e., a period of time, transactions (sales invoice, check, purchase invoice, etc.), clusters, etc.
--

4. The method of selecting the sampling unit tested will be:

For example, block sampling, statistical sampling with random selection, systematic statistical sample with random start, cluster sample, etc. See AM section 1304.00.
--

BOE-472 (S2B) REV. 2 (6-00)

- a) If you plan to conduct a statistical sample, identify the procedure(s) to be used:

- b) If you plan to conduct a block test, please list the reasons why a statistical test was not possible:

5. The statistical sample sizes will be:

Indicate the number of sample units. See AM section 1303.00.

- a) The method and/or reason for determining the above sample size:

See AM sections 0405.20(c) and 1303.00.

6. If a block sample is used, list the selected test period(s):

7. The sample base will be:

Units:

Dollars:

8. The population base will be:

Units:

Dollars:

BOE-472 (S3F) REV. 2 (6-00)

9. The results of the sample will be projected using the following procedures:

10. The following procedures will be used for the treatment of some specific situation(s) should they occur. Any additional items will be addressed in Section 11, "Other".

- a) Duplicate sample units (sampling with **or** without replacement).

Indicate whether duplicate sample units will or will not be replaced with another sample unit.

- b) Missing sample unit.

See AM section 1302.25(g).

- c) Sample unit is a void or canceled transaction.

See AM section 1302.25(e) and (f).

- d) Sample unit is an error but the transaction is corrected at a later date.

See AM section 1302.25(f).

- e) Sample unit is a "credit" item.

See AM section 1302.25(f).

BOE-472 (S3B) REV. 2 (6-00)

- f) Sample unit is a partial/down/installment or progress payment.

See AM section 1302.25(d).

- g) Sample unit is for "tax" only.

See AM section 1302.25(f).

- h) Sample unit is an error but the transaction later resulted in a bad debt.

See AM section 1302.25(f).

11. Other

This sampling plan is a collaborative effort by the auditor and taxpayer to determine the most efficient method of establishing an estimated percentage of error, if any, for the population being tested. The information and methods documented in this form are not binding on either the taxpayer or Board staff. This sampling plan may be modified if new or additional data is encountered. Should any deviation to this plan be required, it will be fully discussed with the taxpayer.

A copy of this sampling plan was provided to the taxpayer on _____ .
DATE

AUDITOR'S SIGNATURE

TAXPAYER'S SIGNATURE FOR RECEIPT OF COPY

STATISTICAL SAMPLING AUDIT PROGRAM

EXHIBIT 2

PAGE 1 OF 6

When you decide to use variables sampling techniques for validation testing, you should carry out the following steps in designing, implementing, evaluating, and documenting your test:

1. Establish the Objective of the Test (Section 1302.10)

Each test should have a specific stated objective; subsequent statistical techniques are selected on the basis of that objective. The usefulness of any sampling test depends on a clear recognition of the relationship between the test objective and the corresponding audit objective. Usually the more precisely we can establish our objective, the better able we will be to tailor our sample to meet this objective.

The most important step in the sampling process is defining the objective of the sample. If the objective is not precisely defined, the sample probably will not meet the objective.

2. Define and Limit the Population (Section 1302.15)

The population must be defined to ensure that all items about which the auditor wishes to draw a conclusion have an equal or known chance of being selected in the sample. The population should be defined and limited to the area of audit interest. It is best to have a population defined by the general ledger accounts that the auditor has identified as areas of audit concern and employ stratification techniques.

Although the majority of errors encountered by auditors relate to underpayments, audit staff should also be aware of, and discuss with the taxpayer, the potential of overpayments. When examining underpayments and overpayments, the auditor should keep in mind that these types of transactions may not occur with the same frequency in a population. It is not uncommon for the transactions containing possible overpayment errors to occur much less frequently than underpayment errors. To obtain an accurate measure of these overpayment errors would require a much larger sample size in a combined sample than to establish two separate sampling frames (underpayments and overpayments) and sample the areas separately.

The auditor may want to consider using statistical sampling for examinations of areas other than an accounts payable or sales examination. Depending upon the taxpayer's recordkeeping system, statistical sampling may be warranted for the fixed asset, journal voucher, or even debits to the tax accrual account (the auditor would still be required to reconcile the accrual account).

A clear audit trail of the population should be included in the working papers. The auditor must clearly describe the choices, assumptions, and methodologies used in the statistical sample, specifically relating to the definition of the population so that an adequate trail is developed to permit subsequent evaluation of the auditor's work by the taxpayer.

3. Define the Characteristic Being Measured (Section 1302.20)

You should carefully define the quantity characteristic being measured and determine a means of measuring it. For example, in a test of resales, the quantity of measure may be the differences between audited and reported resales, a ratio of audited to reported, or the audited total resale amounts.

4. Identify the Sampling Unit

After defining the objective of the sample and the population of interest, we next need to define the sampling unit (i.e., invoice, paid bill, etc.). If we do not define the sampling unit accurately, our estimates may not be as precise as they could be.

5. Select the Sampling Plan

A random sample—defined as one selected in such a way that each item in the population has an equal or known chance of selection—generally achieves the desired representativeness. The first step in developing the plan is to determine what sampling method we are going to use. There are several acceptable methods for selecting a random sample, three of which are briefly explained below:

- a. **Unrestricted Random Sampling**—sampling units are drawn from the entire population and each item has an equal chance of being selected. Numbers are drawn from a random number table and associated with items in the population.
- b. **Systematic Sampling**—drawing every n th item, where n is equal to population size divided by sample size, can be an alternative to unrestricted random sampling. It should be used only if you can determine that there is no periodic, cyclic, or other biased arrangement of the characteristic being tested. Modification of the n th item selection method, such as using multiple random starts, can reduce the possibility that the sample might be biased because of some unknown pattern existing in the population.
- c. **Stratified Random Sampling**—involves dividing the population to be tested into separate segments and drawing samples, usually of different sizes, from each as if it were a separate population. Stratification often increases the efficiency of sampling where there are considerable differences among the amounts being measured, as is often the case in accounting transactions. Therefore, you should look for opportunities to stratify. For example, you may determine that you can achieve the objectives efficiently by auditing all items in a stratum of high dollar value items (census) and combining this 100% test with some sampling of strata containing lower dollar value items. You may choose to express the results by stratum, or (preferably) you may employ statistical computations to arrive at a conclusion about the entire population.

Next, we need to determine how we are going to gather the data. Is the data already available in some tabular or computerized form? We also need to determine how to handle missing documentation and other items, such as invoices for progress payments or sales tax, and credit memos.

6. Conduct a Pilot Study (Section 1303.15)

A pilot sample may be necessary if no other information is available to compute the needed values. The main disadvantage of using a pilot sample is that usually it will require expansion. This means a second pass through the population. This added step can be time consuming and may meet with resistance from the taxpayer. As a result, it is not recommended when other means (auditor's knowledge of the industry, cursory exam of a handful of documents, or a prior audit) are available. However, a more efficient approach is to estimate the sample size that would produce an acceptable audit result.

7. Estimate the Sample Size (Section 1303.00)

Sample size must be large enough to provide meaningful results, but not so large as to cause excessive work. In judgmental sampling you can arbitrarily select a sample size, but the question of whether it is adequate to meet your objectives is not measurable and is therefore based on subjective judgment. Statistical sampling techniques provide mathematically verifiable quantitative aids for estimating the sample size needed to achieve the desired precision and reliability. The adequacy of the sample size in meeting those specifications, however, can only be determined after all the sample items are examined and the results evaluated mathematically.

While statistical techniques define and quantify the decisions to be made, you must nevertheless evaluate the situation and identify what he or she may want to achieve in applying sampling techniques. In addition to the size of the population, the factors influencing the estimate of sample size are:

- a. The desired reliability and confidence level
- b. The desired sampling precision
- c. The variability of the characteristic being measured (i.e. - the population "standard deviation").

Once these factors have been determined, the sample size may be estimated from tables in a recognized statistical text or by using formulas.

The relationships of the previously stated factors to sample size are as follows (in each case all other factors must be assumed to be held constant):

- a. An increase of the confidence level from 80% to 90% would increase the required sample size by approximately 65%.
- b. A decrease in the confidence interval will increase the required sample size proportionally.
- c. An increase in population variability (standard deviation) will increase the required sample size.

8. Locate and Examine the Selected Items and Investigate Exceptions

After you have located the selected items, you must audit each one. Any errors made in examining the sample will be projected to the final results and could be magnified into an erroneous conclusion about the population. Such errors are generally known as "non-sampling errors" and they can occur regardless of the sampling method used.

You must determine the cause and the audit significance of each exception. Doing so is much easier if the objective, the characteristic being tested, and the means of measuring it have been rigorously defined. Likewise, you must be careful not to let the significance of one characteristic blind you to another. If an unanticipated characteristic should be found, it may be subject to adequate evaluation by means of the sampling technique in process, or a new sample and a different technique may be required.

9. Evaluate the Sample Results (Section 1305.00)

[REVISED LANGUAGE FOR THIS SECTION OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE WILL BE ADDED AS SOON AS IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO THE ANALYSIS OF DATA FROM STATISTICAL SAMPLES AND CONFIDENCE LEVEL AND CONFIDENCE INTERVAL STANDARDS.]

You must statistically evaluate the test results to determine whether you have achieved your desired confidence level and interval. An 80% confidence level is recommended for use by audit staff in the analysis of statistical samples. **Increasing or decreasing the confidence level will affect the confidence interval.** Some of the other reasons for confidence interval variation are:

- Variability within the sample units
- Differences in sample size
- Small vs. large errors or credit errors

The fact that the confidence interval is wide (75% or greater) is not necessarily bad. The confidence interval is a measure of the variability of the units included in the sample. It is not a measure of whether a sample is acceptable or unacceptable. However, a small interval is preferred because it indicates that the population is more homogeneous, contains less variability, and enhances the reliability of the sample.

Because of the limitless circumstances that could occur in a test, a standard (acceptable) confidence interval is not being recommended. A confidence interval that is acceptable in one situation may be totally unacceptable in another. The decision to accept or reject the sample results will rest on the judgement of the auditor and/or his or her supervisor.

When a large interval (75% or greater) is disclosed, the auditor must evaluate the results to determine if the sample is truly representative of the population being tested. The following factors can be used in the evaluation of the sample to determine if the sample is representative of the population:

- Mean of the sample vs. mean of the population
- Range of values in the sample vs. range of values in the population
- Substantial sample size
- Auditor's analysis and evaluation of all the information available, based upon the guidelines presented in Chapter 13 of the Field Audit Manual

The auditor must make a decision regarding the acceptability of the sample based on the best information available. Some of the options to be considered when making this decision include:

- Accept the test (explanation must be included in the audit working papers)
- Increase the sample size
- Stratification (A large confidence interval is the result of a large standard deviation. A way to demonstrate that the sample standard deviation might actually be a close approximation of the population standard deviation, and the only way to improve the computed results, would be to stratify.)
- Drop the test and accept reported amounts in that area of the audit

10. Project the Sample Results (Section 1306.00)

The three most widely used techniques for projecting variables sampling results are:

- a. **Mean-per-Unit Estimation**—the point estimate is the average audited value of the sample items multiplied by the number of items in the population.
- b. **Difference Estimation**—the point estimate of the difference is equal to the average of the differences multiplied by the number of items in the population, and the point estimate of the actual total amount is the taxpayer's recorded amount plus the point estimate of the difference. The average difference may be either positive or negative.
- c. **Ratio Estimation**—the point estimate is calculated by multiplying the taxpayer's total value by the ratio of the aggregate audited value of sample items to their aggregate book values.

Ratio estimation is the technique used most frequently in audits conducted by the Board. It is recommended that this method be used to project sample results unless there is convincing evidence to the contrary.

11. Document (Section 1307.00)

Statistical sampling techniques must always be adequately documented in the working papers. Minimum documentation should include:

- (a) Audit Sampling Plan Form BOE-472. Form BOE-472 is required for all large audits (cell designation "D") or any time sampling is performed.
- (b) The population total, its source and a reconciliation, if several strata are involved.
- (c) The method of selecting sample items — for example, if a random number table is used, the documentation should include the name and source of the table, starting point, route through the table and the stopping point. If a random number generator was used, the random seed should be documented in the working papers. This information is essential in the event the sample is to be expanded.
- (d) A listing of the sample items and any differences noted. Whatever methods are used, proper referencing is essential to provide the proper audit trail.

NOTE: Generally, unless a sample is relatively small, a separate schedule for differences or questioned items should be made for ease in the summary or analysis of the sample results. At a minimum, the schedule of questioned items should include the following, as applicable for the type of test:

- 1) Date
 - 2) Invoice number
 - 3) Vendor/Customer name
 - 4) Vendor/Customer address
 - 5) Shipped from/to
 - 6) Complete description of the item(s) in question
 - 7) Amount in question
 - 8) The general ledger/cost center/department that AP purchase(s) charged to
- (e) Evaluation of sample results—this is most frequently completed in a worksheet format. A sample evaluation template is included as part of the electronic audit package worksheets. In addition to numeric data, the evaluation may also include additional information pertinent to the sample or population that the auditor feels is necessary to properly evaluate the test.
- (f) The audit conclusion reached—this will be used as the basis of projecting the results of the sample to the total population.

Important Notes:

1. Steps 1-5, 8, 10 and 11 are used in non-statistical (“block”) samples conducted by Board auditors. Step 6 is also used, in part. However, without Steps 7 and 9, one cannot scientifically measure (evaluate) the sample size or reliability.
2. Taxpayers are encouraged to participate in determining the sampling method, setting up the sampling plan and compiling the sample items, as this will provide a better understanding of the testing procedures and sampling process. Taxpayers are also requested, at times, to select the random starting point of a test.

Z TABLE

EXHIBIT 3

Areas Under The Normal Curve

+ / or	.00	.01	.02	.03	.04	.05	.06	.07	.08	.09
0.0	0.0000	0.0040	0.0080	0.0120	0.0160	0.0199	0.0239	0.0279	0.0319	0.0359
0.1	0.0398	0.0438	0.0478	0.0517	0.0557	0.0596	0.0636	0.0675	0.0714	0.0753
0.2	0.0793	0.0832	0.0871	0.0910	0.0948	0.0987	0.1026	0.1064	0.1103	0.1141
0.3	0.1179	0.1217	0.1255	0.1293	0.1331	0.1368	0.1406	0.1443	0.1481	0.1517
0.4	0.1554	0.1591	0.1628	0.1664	0.1700	0.1736	0.1772	0.1808	0.1844	0.1879
0.5	0.1915	0.1950	0.1985	0.2019	0.2054	0.2088	0.2123	0.2157	0.2190	0.2224
0.6	0.2257	0.2291	0.2324	0.2357	0.2389	0.2422	0.2454	0.2486	0.2518	0.2549
0.7	0.2580	0.2612	0.2642	0.2673	0.2704	0.2734	0.2764	0.2794	0.2823	0.2852
0.8	0.2881	0.2910	0.2939	0.2967	0.2995	0.3023	0.3051	0.3078	0.3106	0.3133
0.9	0.3159	0.3186	0.3212	0.3238	0.3264	0.3289	0.3315	0.3340	0.3365	0.3389
1.0	0.3413	0.3438	0.3461	0.3485	0.3508	0.3531	0.3554	0.3577	0.3599	0.3621
1.1	0.3643	0.3665	0.3686	0.3708	0.3729	0.3749	0.3770	0.3790	0.3810	0.3830
1.2	0.3849	0.3869	0.3888	0.3907	0.3923	0.3944	0.3962	0.3980	0.3997	0.4015
1.3	0.4032	0.4049	0.4066	0.4082	0.4099	0.4115	0.4131	0.4147	0.4162	0.4177
1.4	0.4192	0.4207	0.4222	0.4236	0.4251	0.4265	0.4279	0.4292	0.4306	0.4319
1.5	0.4332	0.4345	0.4357	0.4370	0.4382	0.4394	0.4406	0.4418	0.4429	0.4441
1.6	0.4452	0.4463	0.4474	0.4484	0.4495	0.4505	0.4515	0.4525	0.4535	0.4545
1.7	0.4554	0.4564	0.4573	0.4582	0.4591	0.4599	0.4608	0.4616	0.4625	0.4633
1.8	0.4641	0.4649	0.4656	0.4664	0.4671	0.4678	0.4686	0.4693	0.4699	0.4706
1.9	0.4713	0.4719	0.4726	0.4732	0.4738	0.4744	0.4750	0.4756	0.4761	0.4767
2.0	0.4772	0.4778	0.4783	0.4788	0.4793	0.4798	0.4803	0.4808	0.4812	0.4817
2.1	0.4821	0.4826	0.4830	0.4834	0.4838	0.4842	0.4846	0.4850	0.4854	0.4857
2.2	0.4861	0.4864	0.4868	0.4871	0.4875	0.4878	0.4881	0.4884	0.4887	0.4890
2.3	0.4893	0.4896	0.4898	0.4901	0.4904	0.4906	0.4909	0.4911	0.4913	0.4916
2.4	0.4918	0.4920	0.4922	0.4925	0.4927	0.4929	0.4931	0.4932	0.4934	0.4936
2.5	0.4938	0.4940	0.4941	0.4943	0.4945	0.4946	0.4948	0.4949	0.4951	0.4952
2.6	0.4953	0.4955	0.4956	0.4957	0.4959	0.4960	0.4961	0.4962	0.4963	0.4964
2.7	0.4965	0.4966	0.4967	0.4968	0.4968	0.4970	0.4971	0.4972	0.4973	0.4974
2.8	0.4974	0.4975	0.4976	0.4977	0.4977	0.4978	0.4979	0.4979	0.4980	0.4981
2.9	0.4981	0.4982	0.4982	0.4983	0.4984	0.4984	0.4985	0.4985	0.4986	0.4986
3.0	0.4987	0.4987	0.4987	0.4988	0.4988	0.4989	0.4989	0.4989	0.4990	0.4990
3.1	0.499033	<p><u>Note:</u></p> <p>The data above represents the area under the normal curve for a given number of standard deviations (z factors). Since the normal curve is symmetrical, and we are interested in deviations above and below the mean, the total area would be double the value shown in the table.</p> <p>For Example z at 1.28 = .3997</p> <p>Confidence Level = .3997 x 2 = .7994 or approximately 80%</p>								
3.2	0.4993129									
3.3	0.4995166									
3.4	0.4996631									
3.5	0.4997674									
3.6	0.4998409									
3.7	0.4998922									
3.8	0.4999277									
3.9	0.4999519									
4.0	0.4999683									
4.5	0.4999966									

THE T DISTRIBUTION

EXHIBIT 4

THE T DISTRIBUTION					
d.f. **	80%	90%	95%	98%	99%
1	3.078	6.314	12.706	31.821	63.657
2	1.886	2.920	4.303	6.965	9.925
3	1.638	2.353	3.182	4.541	5.841
4	1.533	2.132	2.776	3.747	4.604
5	1.476	2.015	2.571	3.365	4.032
6	1.440	1.943	2.447	3.143	3.707
7	1.415	1.895	2.365	2.998	3.499
8	1.397	1.860	2.306	2.896	3.355
9	1.383	1.833	2.262	2.821	3.250
10	1.372	1.812	2.228	2.764	3.169
11	1.363	1.796	2.201	2.718	3.106
12	1.356	1.782	2.179	2.681	3.055
13	1.350	1.771	2.160	2.650	3.012
14	1.345	1.761	2.145	2.624	2.977
15	1.341	1.753	2.131	2.602	2.947
16	1.337	1.746	2.120	2.583	2.921
17	1.333	1.740	2.110	2.567	2.898
18	1.330	1.734	2.101	2.552	2.878
19	1.328	1.729	2.093	2.539	2.861
20	1.325	1.725	2.086	2.528	2.845
21	1.323	1.721	2.080	2.518	2.831
22	1.321	1.717	2.074	2.508	2.819
23	1.319	1.714	2.069	2.500	2.807
24	1.318	1.711	2.064	2.492	2.797
25	1.316	1.708	2.060	2.485	2.787
26	1.315	1.706	2.056	2.479	2.779
27	1.314	1.703	2.052	2.473	2.771
28	1.313	1.701	2.048	2.467	2.763
29	1.311	1.699	2.045	2.462	2.756
inf.	1.282	1.645	1.960	2.326	2.576

** Degrees of Freedom for (n-1)

For Example:

A sample of 20 clusters is drawn

d.f. = (n-1) = (20 - 1) = 19

T = 1.328 at 80% confidence

The 'T' factor will replace the 'z' factor for sample sizes less than 30.

STATISTICAL SAMPLING

RANDOM NUMBER GENERATOR

EXHIBIT 5

PAGE 1 OF 2

STATISTICAL SAMPLING
INFORMATION SHEET

SCHEDULE
21-000000
S R
06/26/00

	A	B	C	D	E	F	G	H	I
REF	SAMPLE CREATION AREA	REQUESTED				ACTUAL		PICK ORDER	RANDOM NUMBERS
1	TYPE OF SAMPLE	Number		NUMBER OF ITEMS IN POPULATION		2,406		28	1619
2	NUMBER OF SERIES	1		ACTUAL SAMPLE SIZE INCLUDING DUPLICATES		50		42	1620
3	RANDOM SEED	12681		ACTUAL SAMPLE SIZE EXCLUDING DUPLICATES		48		49	1697
4	DESIRED SAMPLE SIZE	50		DUPLICATES DELETED IN SAMPLE		2		47	1704

SERIES	SERIES LOW NUMBER	SERIES HIGH NUMBER
1	1,500	3,905

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Date: _____

36 1764
8 1858
9 1970
16 2011
18 2083
33 2086
1 2137
37 2177
48 2193
23 2221
14 2288
20 2318
21 2379
24 2446
44 2481
4 2506
31 2511
40 2530
39 2532
43 2628
29 2720
19 2866
45 2963
13 3025
46 3043

January 2000

AUDIT MANUAL

EXHIBIT 5
PAGE 1 OF 2

**STATISTICAL SAMPLING
INFORMATION SHEET**

SCHEDULE
21-000000
S R
06/26/00

A	B	C	D	E	F	G	H	I
---	---	---	---	---	---	---	---	---

REF	SAMPLE CREATION AREA	REQUESTED				ACTUAL		PICK ORDER	RANDOM NUMBERS
-----	----------------------	-----------	--	--	--	--------	--	---------------	-------------------

17 3086

10 3118

34 3162

26 3221

7 3312

2 3419

32 3421

25 3468

15 3538

30 3595

12 3673

38 3719

11 3761

5 3767

41 3800

3 3821

6 3854

50 3857

22 3891

27

Copy to Taxpayer
Date: _____

35

**TABLES OF RANDOM MONTHS, WEEKS,
DAYS, ALPHABET, NUMBERS**

EXHIBIT 6

PAGE 1 OF 3

Random Months

JAN APR OCT DEC APR	MAY APR JUL JUN MAR	MAR JUL FEB JAN NOV
NOV AUG DEC DEC DEC	SEP AUG SEP JAN AUG	JAN JAN NOV MAR NOV
OCT JUL MAR JUL DEC	JAN MAR MAY OCT AUG	DEC JAN MAY MAY AUG
JAN OCT JUN JUL SEP	SEP JUL JUN JUL APR	NOV NOV AUG FEB APR
DEC AUG AUG MAY MAY	AUG JUL AUG JAN FEB	JAN SEP APR OCT JUL
OCT JAN FEB MAR NOV	SEP JAN APR JAN DEC	MAY MAR NOV MAR FEB
MAR OCT SEP APR OCT	DEC FEB APR NOV MAR	FEB APR APR AUG APR
MAR APR JAN NOV FEB	FEB FEB AUG MAY JUN	JUN JUN SEP APR FEB
NOV FEB SEP JUN AUG	AUG MAY APR APR JUL	JUN AUG OCT FEB MAR
NOV FEB JAN JUN DEC	FEB DEC FEB DEC AUG	AUG MAR MAR JAN JAN
OCT NOV NOV FEB JUN	JUL JUN MAY MAR MAY	MAY MAR FEB APR OCT
SEP JUL NOV SEP JUL	NOV MAY MAY JAN NOV	NOV MAY AUG NOV SEP
MAY AUG MAR DEC JUL	FEB SEP MAR APR AUG	SEP NOV SEP JAN JUL
FEB OCT JUN FEB MAR	APR DEC FEB JUL APR	OCT AUG NOV JUN JUN
SEP FEB OCT FEB JAN	DEC SEP JUL APR OCT	FEB MAY MAR APR JAN
APR JUL MAR MAY AUG	MAR NOV DEC MAR JUN	MAR APR DEC OCT JAN
NOV NOV NOV SEP DEC	NOV MAY MAR JUN OCT	FEB FEB AUG AUG SEP
APR JAN DEC OCT APR	APR MAY OCT JUN JUL	MAR AUG OCT MAR JUL
FEB APR NOV MAR DEC	AUG DEC FEB JUN AUG	APR OCT AUG SEP OCT
FEB AUG MAR JUN OCT	JUN JAN JUN JUL AUG	OCT MAR NOV FEB FEB
MAY AUG NOV SEP FEB	SEP OCT APR FEB JUL	JUN MAR NOV SEP OCT
NOV MAR MAR FEB FEB	JUN JUN APR DEC FEB	MAR DEC FEB JAN NOV
AUG DEC MAR AUG JUL	FEB MAR FEB FEB APR	JAN JUN JUL DEC OCT
AUG JUN NOV DEC JUL	NOV NOV MAR JAN OCT	FEB AUG MAY SEP MAR
FEB APR JAN JUN JUL	DEC JUN DEC MAR DEC	FEB NOV DEC APR AUG
APR JAN DEC MAR APR	APR FEB JAN MAY JAN	JUN FEB JAN SEP JUL
JUL MAR OCT MAY NOV	JAN JAN AUG JAN APR	JUL JAN JAN JAN JAN
JUN DEC MAR JAN JAN	JUN APR FEB MAR APR	MAY SEP APR NOV MAR
NOV JUN NOV JUN FEB	APR OCT JAN FEB DEC	MAR DEC JAN JAN MAR
APR JAN AUG DEC DEC	MAR MAR OCT MAR MAR	APR SEP FEB JUL SEP

Random Weeks

03	49	15	43	26	45
25	07	32	01	29	48
12	38	24	11	36	
47	51	37	02	40	
52	35	13	10	09	
41	19	28	42	44	
06	30	27	05	23	
31	14	20	04	22	
50	39	17	16	08	
33	46	34	18	21	

Random Days

1	4	1	6	4	7	4	5	7	4	6	4	3	4	4	2	4	5	4	2
5	7	1	7	3	5	4	1	3	7	1	2	2	3	5	1	1	2	7	3
3	2	3	1	3	7	6	2	1	7	4	3	3	3	5	3	7	7	4	3
5	1	3	6	4	1	4	2	5	4	1	2	6	6	4	2	6	4	1	4
6	2	3	5	3	1	6	3	1	6	3	6	2	5	7	4	4	2	5	6
7	6	7	6	1	1	2	4	3	6	3	7	2	4	4	7	3	4	4	7

Sunday	1
Monday	2
Tuesday	3
Wednesday	4
Thursday	5
Friday	6
Saturday	7

Random Letters of the Alphabet

EIKDL	JULAL	FJPRV	FWXRW	CDFDE	INHPZ	CQHAT	RRSFS	HZDOQ	XCSKV	KTOYD	NEGJU	GPHSA	GKYFR
JRSTV	VBNWG	WCCPX	SBEZZ	PDIDJ	GNGNR	EMDPF	FLTED	XBOIR	RYVQP	UHNNO	TPTET	SXWWF	OGZAY
SBFHR	AWEBD	VXTBH	YHRWL	FKMKQ	JAKKA	DOARL	EGNGV	TNOZY	RKMSV	PIOSC	VSNBJ	RNPTR	RTSWH
FXYPD	OUALW	TNGLG	HXMSI	RFSTJ	CDKVG	SOKQH	MJYFS	FUOLL	ENMXC	KZPGJ	WOKKR	UMFJC	OXSQH
VEURE	ILAHY	YXJGM	RUDSK	WMVWB	PPWYV	QYHXX	NXUAM	UXMLA	GXFEE	GBAFI	ZQIUK	NZOUY	NQGUY
UEHIP	AKFMC	QCFBY	WSTKS	EUKIF	PJQUW	GPJIL	NLHBY	KRJYV	SHRZK	DVQIP	IFTHP	HTKEE	MSCXN
BPCOH	AGSVG	YTYXT	GCCPZ	UEMIW	EFBOE	KLZGU	QYKBW	GKHIF	ZIRWU	QPSPH	ZLVGT	GTIFYX	DAPGJ
YGZBC	YDLFI	HBDFE	PXKCA	CNNMZ	EYONS	HRIME	IIZST	NAMCF	CFWUN	BRWGR	JWSLZ	YDLZA	RHCPX
XJGND	TRSDN	ENQJK	QKDEG	LUFOH	GKSSC	GUDLW	HJEZM	EDJQU	UNVSY	OTBEA	AGLMD	ZGQBH	QNQIO
CIXJJ	PZBSI	WKONM	LBGTM	ZHYUF	AZLLW	MIPAY	BBFDI	DWOSF	GXGHM	QYIGI	VWBRP	AGOBV	FLBGX
ZDOZY	HUXVJ	MIXXO	BEVTW	JFWXP	NAZHJ	MBLYW	SSYNM	KWUCR	BZAFN	VQPMM	YVDOP	HASDI	PJOIQ
AZIPL	HKBUK	ZPELK	LBZPZ	NSKIR	ZURKF	HCIKP	QBWIX	SLJHA	ZOWIK	MYREJ	QSDVR	MLGZK	YTUXX
CEVQG	MOKEM	BGZJW	SPTWQ	ANUJQ	OBMYN	ZPWLN	KYXLG	XFCOA	XTVXN	UCGTY	THTOW	ASEVA	GMCPT
PNYRI	WAKPG	GFKXX	JDQFJ	PCNFV	XRROG	WPUIE	ONHTJ	TMPKE	CNJMR	DELBL	HZCYL	WUKBO	DMDFT
DQOEH	GPANB	UXWYA	POLQK	TJNCA	KVSPM	NLCWR	DGPVT	HBQBI	NOUBN	WSDRR	UHVMM	KROPD	UBTSO
TFANZ	VPZAV	TLXDA	DGJWO	SPMZE	GTUKE	SZCRT	HMRCM	QCYNH	LTLTN	BNLAR	WHVVU	JOXAS	TGKHW
DQVPC	JRGUA	KWSQQ	RJXDK	ZNSMW	UYXPQ	PIREQ	COHRF	GZWUP	OEJQH	KPKGX	XSQUM	DKTZD	OOJVM
ETBHG	CXXDO	LXXZE	MJPBX	NOKNU	VRRSU	SVDYK	LVFCK	YIIFN	DOYLF	BQKHV	PEZQT	ODTDA	MAXON
NSTOB	VAPFK	HWENO	QBODE	PWGQS	JGYKN	ESYUQ	NIUGH	FFVHY	SYSUU	BKTQF	ZJZDI	OFAIF	DLTDF
TCTGG	LADJN	EUXWO	CLEYW	QEMKY	TXACZ	HFLPY	GOEBJ	VDARG	ATVAO	YKVMC	YLJIV	SPLDB	OUTVI
XPGEQ	DQCFL	SQMEF	NKAZM	NYWMA	EZMUC	SJDPH	ZHGGK	JPFHE	JPMDC	KRNTG	GOKYR	NILEL	GPHQC
BQCHY	KYEFY	EWHOP	NRWMJ	WZTPL	QZIJF	XHOCI	CKHLI	HGSZE	QUHPE	BMGSQ	KDLPM	QARMN	ERDNU
KDWPJ	SGGHO	LUHUY	FNGSB	GKMSB	PDZMD	BZXUV	WCSRH	QUWXL	OLPXD	HBXKA	XKAWC	YFWHQ	URQNX
MYRJP	SYJXN	PBDVQ	DUDYV	GRSEP	YBDSF	RXFWR	THVEQ	HICTC	SWECR	ULQRB	RXHIK	JWRBJ	CBPHC
RXSSX	TZLPI	VDWXZ	MHYEH	QQVNE	MDOIZ	BMKUC	JRUHS	MKFXI	RIVIK	MNBDT	AZRGH	YLUPO	FPWZV
XPGRY	KTHRQ	HTGYZ	HXGVH	JJTYR	EKZFW	ICYCK	JWEEE	LOPAT	IELAA	FPJBP	SQLGG	MDIBK	WTMDD
GUKIL	JOTUB	HCNCR	WDCFO	OELAF	EPFSG	MICRH	KEIRP	MNMIV	PJYWD	AMJOZ	SIDOH	PFWCC	QXBEW
FXMBZ	IGOYE	KRKNV	ZFGYU	SXGQW	NJPAI	FEBLY	ZDCRP	OFHFO	JNEHO	RFOVB	ZVSCB	YSYSA	TTWZS
IVODT	WMVSP	SWLWZ	RPRDO	AKWSV	LERLS	PXLKF	LEFYR	SEIEC	XWWBB	LVSCF	XFDGU	QIKND	WOEXB
MUYCG	LLTWD	ENUPS	TGYWA	MDHUJ	REQUF	XLTNH	JQKNI	CLZNS	YCUTI	JJKYB	YWHOT	REQTP	APEIA

Random Numbers

	1	2	3	4	5	6	7	8	9	10
1	40778124	75159148	53122660	85528978	62398120	12324611	7429056	60531432	89884596	55864440
2	51149215	9119308	33382295	79278140	34907645	49866436	9312075	17399993	51675336	4131224
3	14644533	35315123	18792992	82190290	28722228	49996373	2546838	86159719	81231773	41150160
4	17582246	98629872	54557453	87158231	55059242	84667125	90771492	57692887	9586208	15054100
5	85966829	66163015	93872801	43900360	50580560	40869313	26864698	68899010	3419473	14777685
6	35803276	98804984	64067763	72264872	38213189	54455049	32823601	90189125	63971372	58788330
7	45760954	91995654	28289414	45659034	17100150	17360470	22462130	22006750	71314454	16611739
8	15352550	28017181	36453718	22982806	38876258	99517277	56465474	19958278	90194940	30490469
9	85306688	68400099	19532943	18188932	91585102	68469747	29830415	19513076	54692561	44353435
10	90346592	39008217	25111941	59055079	22246811	63542279	66528659	69239999	51232155	33482410
11	60637652	56276092	86631932	33556831	5145679	98620706	54952532	43254681	51906616	91601406
12	31087788	63826853	64534337	69920877	16151840	77523865	17768988	10860538	62641301	17728763
13	68134781	4512574	2815500	79395379	26365907	9049740	89312578	87271418	66883727	39677383
14	91921846	24110574	2455074	27879558	85777321	30393142	65591285	79862384	55126211	1540596
15	83789671	71142007	75132855	15986394	25986090	9028179	26929212	22578440	56908697	55488265
16	77661085	2082930	25399957	41749916	56705655	98028477	84976088	67082374	91120641	34537385
17	18852166	25866412	43853932	23269738	56044879	28456967	88943325	25405591	56403657	26679244
18	26642983	89526862	2611661	14749293	59540869	41767096	85286420	68380643	42979965	4745772
19	3489985	28089708	32490134	43065016	3178561	50039008	85323299	38067424	34763512	98864676
20	45719548	90210867	86675002	44915805	66461322	87815373	45943605	52018222	50688535	48711622
21	83355524	91379300	55163683	61551386	24149214	70276718	4553484	10610057	36553237	96297241
22	79778010	68842894	8208703	89591798	71233280	89869533	51681544	94375154	57342095	60099031
23	15964889	50209245	69533937	54851853	30933126	79312328	94364989	86196286	58039627	40472291
24	5610468	90383108	87119184	77049698	61484030	62050840	16552465	63396314	52613047	76071866
25	73340830	53163496	51047599	69419796	70301640	10022486	13355163	4579451	94914877	48746346
26	58611591	98230428	93608243	76804036	7874166	37323354	76765260	4934455	69594830	30949031
27	81228324	84923939	79120106	73806141	30611877	29587641	6179527	76392984	41959131	73866488
28	74220807	59014117	8529260	1500938	38976616	52629681	32765256	78297264	10851377	93176367
29	31010746	97212972	37039317	96189279	81288573	45454800	74848964	83741475	27663848	77011994
30	77292299	50291097	98995755	47714522	19189432	4219721	26424220	75504717	42325018	73925875
31	42975863	9488848	14672587	40270457	65414418	78869859	55498975	29899788	99041775	38829683
32	76278695	96377206	86419960	44295822	86759113	37366392	48984372	17035097	29813601	77439187
33	29540790	81047381	28939416	97173959	57084320	91351263	60333902	86737318	81809742	76530412
34	7591851	76762616	33615654	1022343	85919304	36722569	61737743	12997318	15554190	76993043
35	39887598	22163527	20394138	4978775	72731037	58874178	51927425	66404555	27518213	28335766

AUDIT MANUAL

SAMPLE EVALUATION

EXHIBIT 7

STATISTICAL SAMPLE
EVALUATION WITH
80% CONFIDENCE LEVEL

SCHEDULE
21-000000
S R
06/26/00

	A	B	C	D	E
REF		Units	Dollars	Sample Difference Items (d)	Sample Difference Items Squared (d^2)
1	Population (N)	40,000	52,100,000	658	432,964
2	Sample (n)	100	130,237	321	103,041
3	Population Mean		1,302.50	313	97,969
4	Sample Mean		1,302.37	594	352,836
5	Difference of sample mean from population mean		-0.13	458	209,764
6				491	241,081
7	Underpayment Differences in Sample	11	6,027	-178	31,684
8	Overpayment Differences in Sample	3	-380	767	588,289
9	Differences Total (Sum d)	14	5,647	567	321,489
10				1,476	2,178,576
11	Differences Squared (Sum d^2)	14	4,672,601	-57	3,249
12	Standard Deviation of Sample Differences (s)			97	9,409
13	= Sqrt[{ n * Sum d^2 - (Sum d)^2 } / { n(n-1) }]		209.7067	285	81,225
14				-145	21,025
15	Sample Evaluation with Signed Differences				
16					
17	Standard Deviation of Sample Differences (s)	209.7067			
18	Square Root of Sample Size (Sqrt[n])	10.0000			
19	Standard Error (se = s / Sqrt [n])	20.9707			
20					
21	80% Confidence Coefficient (z)	1.2800			
22	Achieved Confidence Interval (ACI = se * z)	26.8425			
23					
24	Sum of Differences in Sample (Sum d)	5,647.0000			
25	Number of Items in Sample	100.0000			
26	Mean Difference in Sample (Mean d)	56.4700			
27					
28	Achieved Confidence Interval as % of Mean (ACI / Mean d)	47.53%			
29					
30	Percentage of Error (Sum d / Sample Base)	4.3359%			
31					
32					
33					
34	Sample Projection with Difference Estimation Method				
35	Total Differences in Sample (Sum d)	\$5,647.00			
36	Number of Items in Sample (n)	100			
37	Mean Difference in Sample (= Sum d / n)	\$56.4700			
38	Number of Items in Population (N)	40,000			
39	Estimated Difference in Population	\$2,258,800.00			
40					
41					
42	Sample Projection with Ratio (Percentage of Error) Estimation Method				
43	Total Differences in Sample (Sum d)	\$5,647.00			
44	Sample Base in dollars	\$130,237.00			
45	Percentage of Error (= Sum d / Sample Base)	4.3359%			
46	Population Base in dollars	\$52,100,000.00			
47	Estimated Difference in Population	\$2,259,025.47			
48					
			Totals	5,647	4,672,601

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ESTIMATION PROJECTION TECHNIQUES

EXHIBIT 8

ESTIMATION / PROJECTION TECHNIQUES						SCHEDULE	PAGE
						ACCOUNT NO.	
						AUDITOR	21-000000
						DATE	SJR
	A	B	C	D	E	F	G
REFERENCE							
1		units			Dollars		Average
2	Population	$N = 40,000$			$\$N = 52,100,000$		$\mu = 1302.50$
3	Sample	$n = 100$			$\$n = 130,237$		$\bar{x}_s = 1302.37$
4	Differences	$d = 10$			$\sum d = 6,823$		$\sum d = 68.23$
5	<hr/>						
6							
7	Mean-per-Unit Estimation						
8		Total Sample Value		130,237			
9		Less Disallowed Resales		6823			
10		Audited Sample Resales		123,414			
11		Number of Samples		100			
12		Average Audited Resale		1234.14			
13		$\$ 1234.14 \times 40,000$		$\$ 49,365,600$			Audited Resales
14		$\$ 52,100,000 - \$49,365,600$		$\$ 2,734,400$			Disallowed Resales
15							
16	Difference Estimation						
17		$\$ 68.23 \times 40,000 \text{ units}$		$\$ 2,729,200$			Disallowed Resales
18							
19	Ratio Estimation (Percentage of Error)						
20		<u>6823</u>					
21		130,237	$5.24\% \times \$ 52,100,000$		$\$ 2,730,040$		Disallowed Resales
22							
23							
24							
25							
26							
27							
28							
29							
30							
31	<div style="border: 1px solid black; padding: 10px;"> <p>Note:</p> <p>Refer to section 1306.00 for a discussion of these techniques.</p> </div>						
32							
33							
34							
35							
36							
37							
38							
39							
40							

REVISED LANGUAGE THAT RELATES TO STRATIFIED RANDOM SAMPLING AND EXHIBIT 9 OF THE AUDIT MANUAL IS CURRENTLY IN THE PROCESS OF BEING DISCUSSED WITH INTERESTED PARTIES AS PART OF THE BUSINESS TAXES COMMITTEE PROCESS. REVISED LANGUAGE AND A REVISED EXHIBIT WILL BE ADDED IF IT IS APPROVED BY THE BUSINESS TAXES COMMITTEE. UNTIL SUCH TIME, AUDIT STAFF ARE TO CONTINUE TO APPLY EXISTING POLICY AS IT RELATES TO STRATIFIED RANDOM SAMPLES.

		Units		Dollars		Average
	Population	$N = 35,600$		$\$N = 39,200,000$		$\mu = 1,101.12$
	Sample	$n = 84$		$\$n = 93,761$		$\bar{x}_s = 1,116.20$
	Differences	$d = 9$		$\sum d = 4347$		
	$\sum d^2$	Total of sample differences squared				<u>23791.17</u>
	\bar{x}_d	Mean differences =	$\frac{\sum d}{n} = \frac{4347}{84}$			<u>51.75</u>
	s	Standard Deviation =	$\sqrt{\frac{n(\sum d^2) - (\sum d)^2}{n(n-1)}}$			
		=	$\sqrt{\frac{84(2,379,117) - (4347)^2}{84(84-1)}}$			
		=	$\sqrt{\frac{(199,845,828) - (18,896,409)}{6972}}$			
		=	$\sqrt{25,953.73}$			<u>161.11</u>
	$S_{\bar{x}}$	Standard Error =	$\frac{s}{\sqrt{n}}$			
		=	$\frac{161.11}{\sqrt{84}} = \frac{161.11}{9.17}$			<u>17.57</u>
	I	Interval @ 80% C.L. = ($s_{\bar{x}}(1.28) = (17.57)(1.28)$)	=			<u>22.48</u>
		Interval as a percentage of the mean = ($I \div \bar{x}_d$)	=			<u>43.44%</u>
		Percent of error computation = $\frac{\sum d}{\$n} = \frac{4,347}{93,761}$	=			<u>4.64%</u>

STATISTICAL SAMPLING

PROJECTION TECHNIQUES WITH STRATIFICATION

EXHIBIT 10

						SCHEDULE	PAGE
Projection Techniques with Stratification						ACCOUNT NO.	
						AUDITOR	
						DATE	
	A	B	C	D	E	F	G
REFERENCE							
1							
2							
3							
4							
5							
6							
7				Units	Dollars		Average
8							
9				Population N =	40,000	52,100,000	
10				Less stratification	- 4,400	- 12,900,000	
11				Test Population	35,600	39,200,000	1,101.12
12							
13				Sample n =	100	130,237	
14				Less stratification	16	36,476	
15				Adjusted sample	84	93,761	1,116.20
16							
17				Differences d =	10	6823	
18				Less stratification	1	2476	
19				Adjusted Differences	9	4347	$\sum d = 84$
20							51.75
21							
22				Projection - Ratio Estimation			
23					$\frac{4,347}{93,761}$	$= 4.64\% \times 39,200,000 =$	$\underline{1,818,880}$ Disallowed Resales
24							
25				In addition to the error projected above, any additional errors from the actual examination			
26				on invoices exceeding \$2,000 would be added to the projected total to arrive at total resales			
27				disallowed.			
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

SAMPLE SIZE MATRIX

EXHIBIT 11

C.I. \ C.L.	95%	90%	85%	80%	75%	60%
35%	547	386	295	233	188	154
40%	419	295	226	179	144	118
45%	331	233	179	141	114	93
50%	268	189	145	114	92	76
55%	222	156	120	95	76	62
60%	186	131	101	79	64	52
65%	159	112	86	68	55	45
70%	137	96	74	58	47	39
75%	119	84	64	51	41	34
80%	105	74	57	45	36	29

Given:

$$\sigma = 285.05 \text{ (Standard Deviation)}$$

$$\bar{x}_d = 68.23 \text{ (Mean of Differences)}$$

$$n = \left(\frac{s \cdot z}{I} \right)^2$$

For Example:

Sample size for 80% C.L. and 40% C.I.

z at 80% equals 1.28 (refer to z table)

I at 40% equals 27.29 ($\bar{x}_d \times 40\%$)

$$n = \left(\frac{(285.05) \cdot (1.28)}{27.29} \right)^2 = 179$$

**SAMPLE SIZES FOR VARIABLE SAMPLING
AT 80% CONFIDENCE LEVEL**

EXHIBIT 12

Sample Sizes for Variable Sampling at 80% Confidence Level

Ratio of Sampling Error to Standard Deviation	Population Sizes							
	5,000	10,000	20,000	25,000	50,000	100,000	500,000	1,000,000
0.01	3,834	6,217	9,020	9,914	12,366	14,110	15,905	16,163
0.02	2,255	2,912	3,408	3,528	3,796	3,945	4,074	4,091
0.03	1,338	1,544	1,673	1,702	1,761	1,793	1,819	1,822
0.04	852	932	977	987	1,007	1,017	1,025	1,026
0.05	581	617	637	641	649	653	657	657
0.06	419	437	447	449	453	455	456	457
0.07	315	325	330	331	334	335	336	336
0.08	245	251	254	255	256	257	257	257
0.09	195	199	201	202	202	203	203	203
0.10	160	162	163	164	164	165	165	165
0.11	133	134	135	136	136	136	136	136
0.12	112	113	114	114	114	114	115	115
0.13	96	97	97	97	98	98	98	98
0.14	83	84	84	84	84	84	84	84
0.15	72	73	73	73	73	73	74	74
0.16	64	64	64	64	65	65	65	65
0.17	57	57	57	57	57	57	57	57
0.18	51	51	51	51	51	51	51	51
0.19	46	46	46	46	46	46	46	46
0.20	41	41	41	41	42	42	42	42
0.21	37	38	38	38	38	38	38	38
0.22	34	34	34	34	34	34	34	34
0.23	31	31	32	32	32	32	32	32
0.24	29	29	29	29	29	29	29	29
0.25	27	27	27	27	27	27	27	27
0.30	19	19	19	19	19	19	19	19
0.35	14	14	14	14	14	14	14	14
0.40	11	11	11	11	11	11	11	11

Instructional Note:

The Sample Size Table for Variable Sampling requires an advance estimate of the sampling error and the standard deviation in order to use the table. These advance estimates could be obtained from prior audit results, or any other information available to the auditor.

The sampling error is a measurement of the error which is due to the chance that the sample is not a miniature replica of the population. In the example shown in Exhibit 6, the sampling error was computed to be 20.97

Using the data from Exhibit 6, the following ratio would be computed:

$$\frac{\text{Sampling Error}}{\text{Standard Deviation}} = \frac{20.97}{209.70} = .10$$

With this factor computed, the table can then be used to estimate the sample size for any given population.

JULIAN CALENDAR

EXHIBIT 13

Julian Calendar

Day	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	32	60	91	121	152	182	213	244	274	305	335
2	2	33	61	92	122	153	183	214	245	275	306	336
3	3	34	62	93	123	154	184	215	246	276	307	337
4	4	35	63	94	124	155	185	216	247	277	308	338
5	5	36	64	95	125	156	186	217	248	278	309	339
6	6	37	65	96	126	157	187	218	249	279	310	340
7	7	38	66	97	127	158	188	219	250	280	311	341
8	8	39	67	98	128	159	189	220	251	281	312	342
9	9	40	68	99	129	160	190	221	252	282	313	343
10	10	41	69	100	130	161	191	222	253	283	314	344
11	11	42	70	101	131	162	192	223	254	284	315	345
12	12	43	71	102	132	163	193	224	255	285	316	346
13	13	44	72	103	133	164	194	225	256	286	317	347
14	14	45	73	104	134	165	195	226	257	287	318	348
15	15	46	74	105	135	166	196	227	258	288	319	349
16	16	47	75	106	136	167	197	228	259	289	320	350
17	17	48	76	107	137	168	198	229	260	290	321	351
18	18	49	77	108	138	169	199	230	261	291	322	352
19	19	50	78	109	139	170	200	231	262	292	323	353
20	20	51	79	110	140	171	201	232	263	293	324	354
21	21	52	80	111	141	172	202	233	264	294	325	355
22	22	53	81	112	142	173	203	234	265	295	326	356
23	23	54	82	113	143	174	204	235	266	296	327	357
24	24	55	83	114	144	175	205	236	267	297	328	358
25	25	56	84	115	145	176	206	237	268	298	329	359
26	26	57	85	116	146	177	207	238	269	299	330	360
27	27	58	86	117	147	178	208	239	270	300	331	361
28	28	59	87	118	148	179	209	240	271	301	332	362
29	29		88	119	149	180	210	241	272	302	333	363
30	30		89	120	150	181	211	242	273	303	334	364
31	31		90		151		212	243		304		365

Note:

For leap year, Feb 29 has the Julian Date of 60. All dates after Feb 29 must be increased by 1 from date shown above.

PERPETUAL CALENDAR

EXHIBIT 14

PAGE 1 OF 8

CALENDARS - 1821 TO 2045
INDEX

1821 2	1866 2	1911 1	1956 8	2001 2
1822 3	1867 3	1912 9	1957 3	2002 3
1823 4	1868 11	1913 4	1958 4	2003 4
1824 12	1869 6	1914 5	1959 5	2004 12
1825 7	1870 7	1915 6	1960 13	2005 7
1826 1	1871 1	1916 14	1961 1	2006 1
1827 2	1872 9	1917 2	1962 2	2007 2
1828 10	1873 4	1918 3	1963 3	2008 10
1829 5	1874 5	1919 4	1964 11	2009 5
1830 6	1875 6	1920 12	1965 6	2010 6
1831 7	1876 14	1921 7	1966 7	2011 7
1832 5	1877 2	1922 1	1967 1	2012 8
1833 3	1878 3	1923 2	1968 9	2013 3
1834 4	1879 4	1924 10	1969 4	2014 4
1835 5	1880 12	1925 5	1970 5	2015 5
1836 13	1881 7	1926 6	1971 6	2016 13
1837 1	1882 1	1927 7	1972 14	2017 1
1838 2	1883 2	1928 8	1973 2	2018 2
1839 3	1884 10	1929 3	1974 3	2019 3
1840 11	1885 5	1930 4	1975 4	2020 4
1841 6	1886 6	1931 5	1976 12	2021 5
1842 7	1887 7	1932 13	1977 7	2022 6
1843 1	1888 8	1933 1	1978 1	2023 7
1844 9	1889 3	1934 2	1979 2	2024 8
1845 4	1890 4	1935 3	1980 10	2025 3
1846 5	1891 5	1936 11	1981 5	2026 4
1847 6	1892 13	1937 6	1982 6	2027 5
1848 14	1893 1	1938 7	1983 7	2028 13
1849 2	1894 2	1939 1	1984 8	2029 1
1850 3	1895 3	1940 9	1985 3	2030 2
1851 4	1896 11	1941 4	1986 4	2031 3
1852 12	1897 6	1942 5	1987 5	2032 11
1853 7	1898 7	1943 6	1988 13	2033 6
1854 1	1899 1	1944 14	1989 1	2034 7
1855 2	1900 2	1945 2	1990 2	2035 1
1856 10	1901 3	1946 3	1991 3	2036 9
1857 5	1902 4	1947 4	1992 11	2037 4
1858 6	1903 5	1948 12	1993 6	2038 5
1859 7	1904 13	1949 7	1994 7	2039 6
1860 8	1905 1	1950 1	1995 1	2040 14
1861 3	1906 2	1951 2	1996 9	2041 2
1862 4	1907 3	1952 10	1997 4	2042 3
1863 5	1908 11	1953 5	1998 5	2043 4
1864 13	1909 6	1954 6	1999 6	2044 12
1865 1	1910 7	1955 7	2000 14	2045 7

DIRECTIONS FOR USE

Look for the year you want in the index. The number opposite each year is the number of the calendar, located on the following pages, to use for that year.

1	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6						1	2
	8	9	10	11	12	13	14	7	8	9	10	11	12	13	3	4	5	6	7	8	9
	15	16	17	18	19	20	21	14	15	16	17	18	19	20	10	11	12	13	14	15	16
	22	23	24	25	26	27	28	21	22	23	24	25	26	27	17	18	19	20	21	22	23
	29	30	31					28	29	30	31				24	25	26	27	28	29	30
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1	2	3	1	2	3	4	5	6	7
	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	26	27	28					25	26	27	28	29	30		29	30	31				
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4							1				1	2	3	4
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	5	6	7	8	9	10	11
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	12	13	14	15	16	17	18
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	19	20	21	22	23	24	25
	26	27	28	29	30	31		23	24	25	26	27	28	29	26	27	28	29	30		
								30	31												
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1			1	2	3	4	5							1
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
	30														31						

2	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6			1	2	3	4	5							1
	7	8	9	10	11	12	13	6	7	8	9	10	11	12	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	13	14	15	16	17	18	19	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	20	21	22	23	24	25	26	16	17	18	19	20	21	22
	28	29	30	31				27	28	29	30	31			23	24	25	26	27	28	29
															30						
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3						1	2		1	2	3	4	5	6
	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	25	26	27	28				24	25	26	27	28	29	30	28	29	30	31			
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	1	2	3	4	5	6	7					1	2	3
	4	5	6	7	8	9	10	8	9	10	11	12	13	14	4	5	6	7	8	9	10
	11	12	13	14	15	16	17	15	16	17	18	19	20	21	11	12	13	14	15	16	17
	18	19	20	21	22	23	24	22	23	24	25	26	27	28	18	19	20	21	22	23	24
	25	26	27	28	29	30	31	29	30	31					25	26	27	28	29	30	
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7			1	2	3	4								1
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	29	30						26	27	28	29	30	31		23	24	25	26	27	28	29
															30	31					

JANUARY							MAY							SEPTEMBER							3
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	5	6	7	8	9	10	11	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	12	13	14	15	16	17	18	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	19	20	21	22	23	24	25	22	23	24	25	26	27	28	
27	28	29	30	31			26	27	28	29	30	31		29	30						
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2							1			1	2	3	4	5	
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
24	25	26	27	28			23	24	25	26	27	28	29	27	28	29	30	31			
							30														
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						1	2	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	28	29	30	31				24	25	26	27	28	29	30	
31																					
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30					25	26	27	28	29	30	31	29	30	31					

4

JANUARY							MAY							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4					1	2	3		1	2	3	4	5	6
5	6	7	8	9	10	11	4	5	6	7	8	9	10	7	8	9	10	11	12	13
12	13	14	15	16	17	18	11	12	13	14	15	16	17	14	15	16	17	18	19	20
19	20	21	22	23	24	25	18	19	20	21	22	23	24	21	22	23	24	25	26	27
26	27	28	29	30	31		25	26	27	28	29	30	31	28	29	30				
FEBRUARY							JUNE							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28		29	30						26	27	28	29	30	31	
MARCH							JULY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5							1
2	3	4	5	6	7	8	6	7	8	9	10	11	12	2	3	4	5	6	7	8
9	10	11	12	13	14	15	13	14	15	16	17	18	19	9	10	11	12	13	14	15
16	17	18	19	20	21	22	20	21	22	23	24	25	26	16	17	18	19	20	21	22
23	24	25	26	27	28	29	27	28	29	30	31			23	24	25	26	27	28	29
30	31													30						
APRIL							AUGUST							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30				24	25	26	27	28	29	30	28	29	30	31			
							31													

5	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3						1	2			1	2	3	4	5
	4	5	6	7	8	9	10	3	4	5	6	7	8	9	6	7	8	9	10	11	12
	11	12	13	14	15	16	17	10	11	12	13	14	15	16	13	14	15	16	17	18	19
	18	19	20	21	22	23	24	17	18	19	20	21	22	23	20	21	22	23	24	25	26
	25	26	27	28	29	30	31	24	25	26	27	28	29	30	27	28	29	30			
								31													
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		1	2	3	4	5	6					1	2	3
	8	9	10	11	12	13	14	7	8	9	10	11	12	13	4	5	6	7	8	9	10
	15	16	17	18	19	20	21	14	15	16	17	18	19	20	11	12	13	14	15	16	17
	22	23	24	25	26	27	28	21	22	23	24	25	26	27	18	19	20	21	22	23	24
								28	29	30					25	26	27	28	29	30	31
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	7				1	2	3	4	1	2	3	4	5	6	7
	8	9	10	11	12	13	14	5	6	7	8	9	10	11	8	9	10	11	12	13	14
	15	16	17	18	19	20	21	12	13	14	15	16	17	18	15	16	17	18	19	20	21
	22	23	24	25	26	27	28	19	20	21	22	23	24	25	22	23	24	25	26	27	28
	29	30	31					26	27	28	29	30	31		29	30					
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4							1			1	2	3	4	5
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
	26	27	28	29	30			23	24	25	26	27	28	29	27	28	29	30	31		
								30	31												

6	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2							1				1	2	3	4
	3	4	5	6	7	8	9	2	3	4	5	6	7	8	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	9	10	11	12	13	14	15	12	13	14	15	16	17	18
	17	18	19	20	21	22	23	16	17	18	19	20	21	22	19	20	21	22	23	24	25
	24	25	26	27	28	29	30	23	24	25	26	27	28	29	26	27	28	29	30		
	31							30	31												
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6			1	2	3	4	5						1	2
	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	28							27	28	29	30				24	25	26	27	28	29	30
															31						
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6					1	2	3		1	2	3	4	5	6
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	7	8	9	10	11	12	13
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	14	15	16	17	18	19	20
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	21	22	23	24	25	26	27
	28	29	30	31				25	26	27	28	29	30	31	28	29	30				
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	1	2	3	4	5	6	7				1	2	3	4
	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	25	26	27	28	29	30		29	30	31					26	27	28	29	30	31	

JANUARY							MAY							SEPTEMBER							7
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	1	2	3	4	5	6	7						1	2	3
2	3	4	5	6	7	8	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	15	16	17	18	19	20	21	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	22	23	24	25	26	27	28	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	29	30	31					25	26	27	28	29	30		
30	31																				
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4							1	
6	7	8	9	10	11	12	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
13	14	15	16	17	18	19	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
20	21	22	23	24	25	26	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
27	28						26	27	28	29	30			23	24	25	26	27	28	29	
														30	31						
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2			1	2	3	4	5	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	13	14	15	16	17	18	19	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	20	21	22	23	24	25	26	
27	28	29	30	31			24	25	26	27	28	29	30	27	28	29	30				
							31														
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31	

JANUARY							MAY							SEPTEMBER							8
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	16	17	18	19	20	21	22	
29	30	31					27	28	29	30	31			23	24	25	26	27	28	29	
														30							
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29				24	25	26	27	28	29	30	28	29	30	31				
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7					1	2	3	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	4	5	6	7	8	9	10	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	18	19	20	21	22	23	24	
25	26	27	28	29	30	31	29	30	31					25	26	27	28	29	30		
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
29	30						26	27	28	29	30	31		23	24	25	26	27	28	29	
														30	31						

9	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6				1	2	3	4	1	2	3	4	5	6	7
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	8	9	10	11	12	13	14
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	15	16	17	18	19	20	21
	21	22	23	24	25	26	27	19	20	21	22	23	24	25	22	23	24	25	26	27	28
	28	29	30	31				26	27	28	29	30	31		29	30					
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3							1			1	2	3	4	5
	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
	25	26	27	28	29			23	24	25	26	27	28	29	27	28	29	30	31		
								30													
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2		1	2	3	4	5	6						1	2
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	3	4	5	6	7	8	9
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	10	11	12	13	14	15	16
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	17	18	19	20	21	22	23
	24	25	26	27	28	29	30	28	29	30	31				24	25	26	27	28	29	30
	31																				
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	28	29	30					25	26	27	28	29	30	31	29	30	31				

10	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3		1	2	3	4	5	6
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	7	8	9	10	11	12	13
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	14	15	16	17	18	19	20
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	21	22	23	24	25	26	27
	27	28	29	30	31			25	26	27	28	29	30	31	28	29	30				
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	1	2	3	4	5	6	7				1	2	3	4
	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	24	25	26	27	28	29		29	30						26	27	28	29	30	31	
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1			1	2	3	4	5							1
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	2	3	4	5	6	7	8
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	9	10	11	12	13	14	15
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	16	17	18	19	20	21	22
	23	24	25	26	27	28	29	27	28	29	30	31			23	24	25	26	27	28	29
	30	31													30						
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5						1	2			1	2	3	4	5
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	20	21	22	23	24	25	26
	27	28	29	30				24	25	26	27	28	29	30	27	28	29	30	31		
								31													

JANUARY							MAY							SEPTEMBER							11
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4						1	2			1	2	3	4	5	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	20	21	22	23	24	25	26	
26	27	28	29	30	31		24	25	26	27	28	29	30	27	28	29	30				
							31														
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30					25	26	27	28	29	30	31	
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	8	9	10	11	12	13	14	
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22	23	24	25	26	27	28	19	20	21	22	23	24	25	22	23	24	25	26	27	28	
29	30	31					26	27	28	29	30	31		29	30						
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4							1			1	2	3	4	5	
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30			23	24	25	26	27	28	29	27	28	29	30	31			
							30	31													

JANUARY							MAY							SEPTEMBER							12
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3							1				1	2	3	4	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	19	20	21	22	23	24	25	
25	26	27	28	29	30	31	23	24	25	26	27	28	29	26	27	28	29	30			
							30	31													
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5						1	2	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29							27	28	29	30				24	25	26	27	28	29	30	
														31							
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3			1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	21	22	23	24	25	26	27	
28	29	30	31				25	26	27	28	29	30	31	28	29	30					
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30		29	30	31					26	27	28	29	30	31		

13	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	1	2	3	4	5	6	7					1	2	3
	3	4	5	6	7	8	9	8	9	10	11	12	13	14	4	5	6	7	8	9	10
	10	11	12	13	14	15	16	15	16	17	18	19	20	21	11	12	13	14	15	16	17
	17	18	19	20	21	22	23	22	23	24	25	26	27	28	18	19	20	21	22	23	24
	24	25	26	27	28	29	30	29	30	31					25	26	27	28	29	30	
	31																				
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6				1	2	3	4							1
	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	28	29						26	27	28	29	30			23	24	25	26	27	28	29
															30	31					
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5						1	2			1	2	3	4	5
	6	7	8	9	10	11	12	3	4	5	6	7	8	9	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	10	11	12	13	14	15	16	13	14	15	16	17	18	19
	20	21	22	23	24	25	26	17	18	19	20	21	22	23	20	21	22	23	24	25	26
	27	28	29	30	31			24	25	26	27	28	29	30	27	28	29	30			
								31													
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2		1	2	3	4	5	6					1	2	3
	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
	24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31

14	JANUARY							MAY							SEPTEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1		1	2	3	4	5	6						1	2
	2	3	4	5	6	7	8	7	8	9	10	11	12	13	3	4	5	6	7	8	9
	9	10	11	12	13	14	15	14	15	16	17	18	19	20	10	11	12	13	14	15	16
	16	17	18	19	20	21	22	21	22	23	24	25	26	27	17	18	19	20	21	22	23
	23	24	25	26	27	28	29	28	29	30	31				24	25	26	27	28	29	30
	30	31																			
	FEBRUARY							JUNE							OCTOBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	27	28	29					25	26	27	28	29	30		29	30	31				
	MARCH							JULY							NOVEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4							1			1	2	3	4	
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	5	6	7	8	9	10	11
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	12	13	14	15	16	17	18
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	19	20	21	22	23	24	25
	26	27	28	29	30	31		23	24	25	26	27	28	29	26	27	28	29	30		
								30	31												
	APRIL							AUGUST							DECEMBER						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1			1	2	3	4	5						1	2
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
	30														31						

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EXHIBIT 15

Following is a list of statistical sampling reference materials that were used in drafting language for this chapter of the Audit Manual:

- Board of Equalization's Statistical Sampling Instructor's Guide (revised April 1978, revised 1990, and in the process of being revised)
- Board of Equalization *Study Notes for Sampling and Testing Techniques as Applied to the Sales Tax Audit* (John Gee and Robert Gustafson, January 1964)
- *Statistical Sampling for Audit and Control* (T.W. McRae, 1974)
- *Modern Elementary Statistics*, Fourth Edition (John Freund, 1973)
- *Application of Statistical Sampling to Auditing* (Alvin Arens & James Loebbecke, 1981)
- *Handbook of Sampling for Auditing and Accounting* (Herbert Arkin, 1974)
- *Sampling Manual for Auditors* (Institute of Internal Auditors, 1967)
- *Supplement to the Sampling Manual for Auditors* (Institute of Internal Auditors, 1970)
- *IRS Statistical Sampling Handbook* (November 1988)
- Institute of Property Taxation - *Advanced Sampling Issues in Sales and Use Tax Audits* (Thomas Andrews and Dennis Fox, September 1996)
- The Ernst & Young Foundation Tax Research Grant Program - *A Statistical Sampling Guide for Sales Tax Audits* (William Yancey, Ph.D., CPA and Roger Pfaffenberger, Ph.D. - Texas Christian University, October 1996)
- COST State Tax Report - *Use and Abuse of Sampling in Sales and Use Tax Audits* (William Yancey, Ph.D., CPA and Roger Pfaffenberger, Ph.D. - Texas Christian University, November 1997)